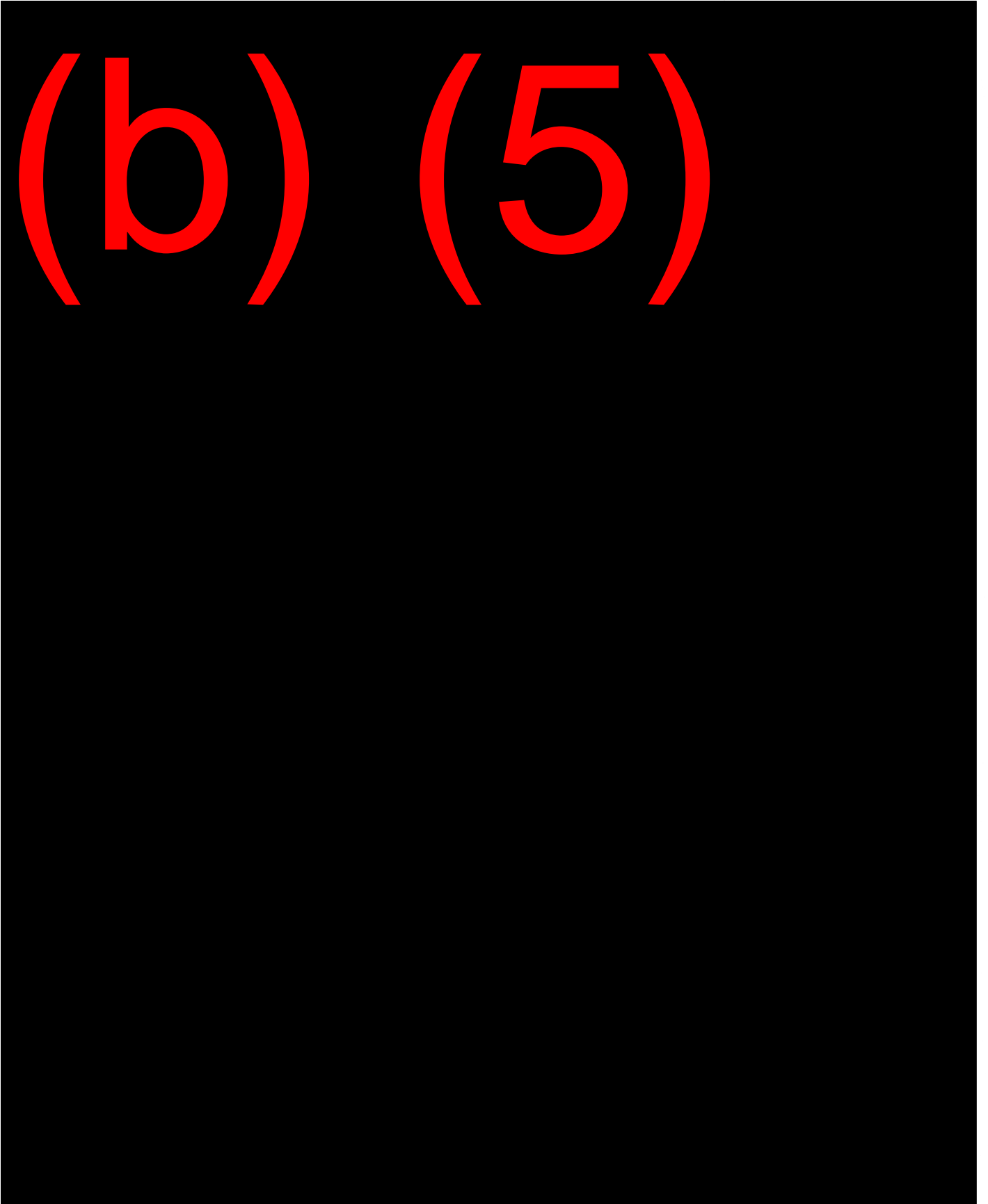
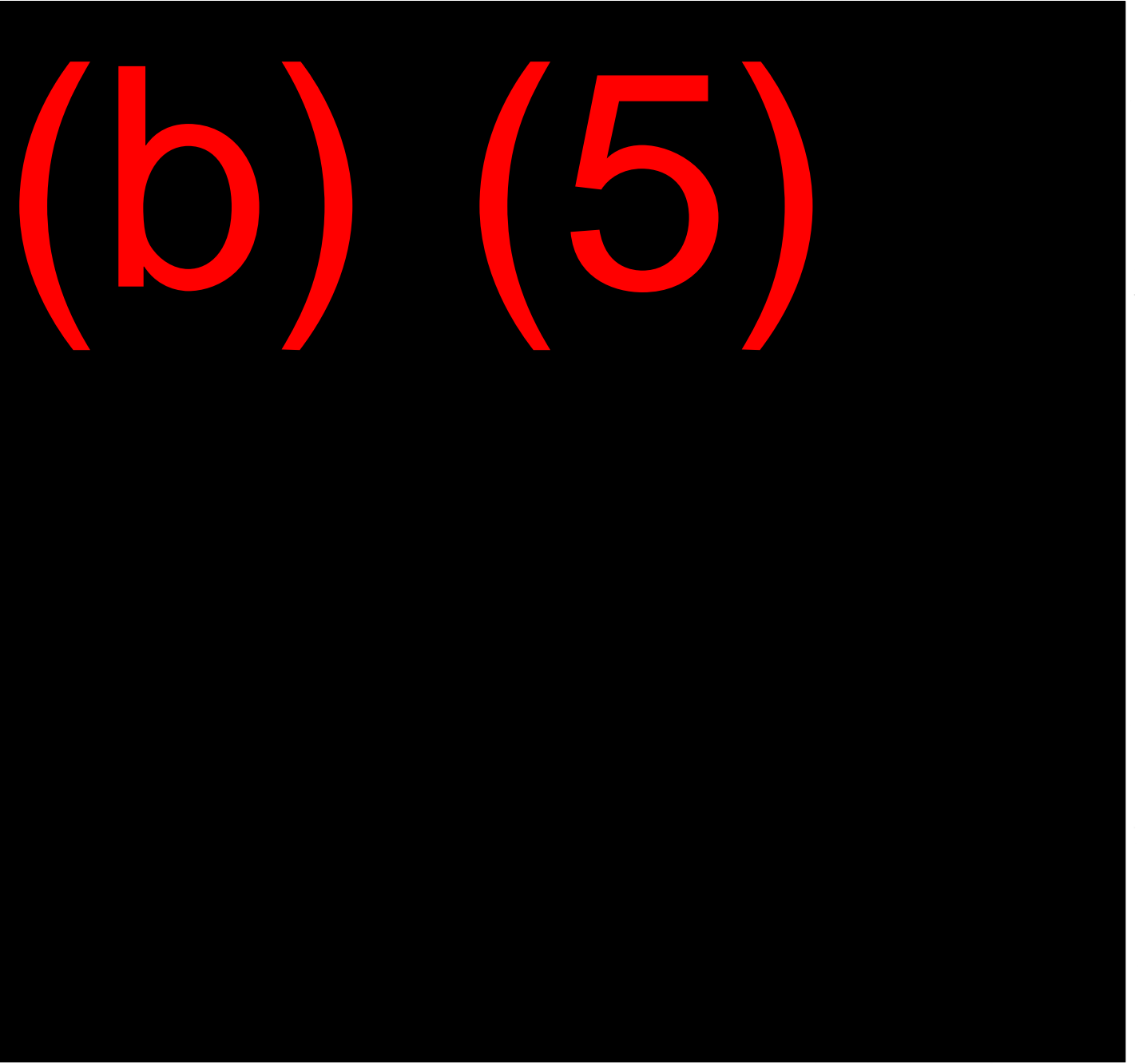


(b) (5)



(b) (5)



From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/31/2013 11:39:10 PM
Subject: Re: timecards for members

Ok..random question, do you watch Scandal?

Sent from my iPad

(b) (5)

On Oct 31, 2013, at 12:33 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

FYI.

From: Sylvia Jones
Sent: Thursday, October 31, 2013 12:30 PM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: timecards for members

Rebecca,

On June 27, 2013 I requested a meeting with council members to internal issues within the organization to include "abuse of time and attendance." On June 28, 2013 you sent me a direct order to "channel my complaints to the appropriate authorities." You further stated that failure to do so would result in disciplinary action up to and including removal from the NCD. I followed your direct order and reported the issue to the appropriate authorities therefore I cannot certify the the timecards of Jeff Rosen or any others that I'm not 100% comfortable signing pending investigation.

If you are 100% comfortable with the hours submitted by Jeff and/or others, please contact GSA for access and/or authorization to approve. Documentation for Gary Blumenthal's hours for pay period 21 was received from Stacey Brown on Friday, October 25 at 9:54 a.m., which I will certify.

Your order to contact members by email tomorrow "if we are missing timecards for a certain period" is unclear especially since members are intermittent employees and would not claim hours each pay period. Per my end of year email to members and staff on August 14, the last day to submit amended timecards for FY13 was September 4. Please clarify.

In closing...emails such as this is what we discussed previously regarding professionalism and respect. As I pointed out to you before, you do not speak to the white staff in the tone that you speak to me in email and please note that all your emails are being forwarded to the appropriate government authorities. Your tone in email towards me is unwarranted and without merit.

Sylvia

From: Rebecca Cokley
Sent: Thursday, October 31, 2013 11:11 AM
To: Sylvia Jones
Subject: timecards for members

Mrs. Jones,

Prior to the government shutdown, you failed to certify Jeff Rosen's time cards. I am directing you to ensure that time cards for all members from pay periods 19-22 are processed and certified by noon tomorrow (11-1-13). If we are missing timecards for a certain period from members, an email should be sent by tomorrow noon requesting them. Failure to follow this direct order may lead to disciplinary action, up to and including removal from the Federal service. This is a very serious concern and I expect you to follow this direct order.

Rebecca

Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/27/2013 12:21:12 PM
Subject: RE: documentation

I have everyone else's reviews done and signed off on, which I need to send her for their personnel files. (b) (5)

I will also likely need your guidance in drafting it.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Tuesday, November 19, 2013 2:16 PM
To: Rebecca Cokley
Subject: Re: documentation

Hi Rebecca,

(b) (5)

On Tue, Nov 19, 2013 at 1:50 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Sylvia still has not sent me her performance self-assessment that was originally due Sept 19th.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
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[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax

https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/view/form

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3222/6337 - Release Date: 11/14/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](mailto:Lisa.Brown-Gilmore-CPWA)
Date: 10/23/2013 12:28:04 PM
Subject: Re: Harrassing Phone Call...

(b) (5)

On Oct 23, 2013, at 12:24 PM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

Rebecca,

(b) (5)

On Mon, Sep 30, 2013 at 1:42 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

FYI

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: September 30, 2013, 1:38:56 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: Harrassing Phone Call...

The purpose of this email is to document an unpleasent and harassing phone call that I received from you around 12:20 p.m. today alarmingly questioning me (while out on maternity leave) as to who was the gentleman in my office as if I'm not authorized visitors. You also questioned me as to what I was "working on for the day." Per my conversation with other Director's you did not call them to inquire "what they were working on."

You alleged that you received several phone calls from staff stating that it sounded as if I was packing. This is an extreme level of harassment and a violation of my rights to privacy and it is obvious that you have a staff member spying on me in your absence. I've spoken to eveyone in the office and all staff denies making such a report to you.

Please cease and desist from this type of harassment and please be advised that I will be seeking legal remedies upon receiving another harassing email and/or phone call. Also be advised that this type of behavior is unhealthy for the work environment and is affecting the health of me and others. I will also be reporting this extreme incident to the appropriate government officials.

Sylvia

—
Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNjlr0/viewform

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/19/2013 8:46:34
Subject: Fwd: NCD: Pay for (b) (6)

FYI

Sent from my iPhone

Begin forwarded message:

From: Maurice Hubbard - CPW <maurice.hubbard@gsa.gov>
Date: December 18, 2013 at 5:16:56 PM EST
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: <sjones@ncd.gov>
Subject: NCD: Pay for (b) (6)

Ms. Cokley,

(b) (6) contacted us to advise that she has not received pay for work she performed during October 2013.

We do not have access to ETAMS records, so please contact (b) (6) thank you.
Happy Holidays!
- Maurice

//signed//

MAURICE A. HUBBARD
Senior Human Resources Specialist
Presidential & Congressional Boards and Commissions
Washington Area Operations Center

General Services Administration
301 7th Street SW Room 1009
Washington DC 20407-0002
Telephone (202) 205-8093
FAX (202).708-5377

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On Tue, Dec 17, 2013 at 12:03 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

Maurice

Have the time off awards been inputted into the system?

Rebecca Cokley

Executive Director

National Council on Disability

1331 F Street NW, Suite 850

Washington, DC 20004

[202-272-2124](tel:202-272-2124) Voice

[202-272-2074](tel:202-272-2074) TTY

[202-272-2022](tel:202-272-2022) Fax

Rcokley@ncd.gov

Website: <http://www.ncd.gov>

From: Rebecca Cokley

Sent: Thursday, December 12, 2013 1:41 PM

To: 'Maurice Hubbard - CPW'

Subject: RE: Time off awards

Maurice,

Please let me know once they've been processed.

Thank you.

Rebecca Cokley

Executive Director

National Council on Disability

1331 F Street NW, Suite 850

Washington, DC 20004

[202-272-2124](tel:202-272-2124) Voice

[202-272-2074](tel:202-272-2074) TTY

[202-272-2022](tel:202-272-2022) Fax

Rcokley@ncd.gov

Website: <http://www.ncd.gov>

From: Maurice Hubbard - CPW [<mailto:maurice.hubbard@gsa.gov>]

Sent: Thursday, December 12, 2013 1:35 PM

To: Rebecca Cokley

Subject: Re: Time off awards

Thank you.

On Dec 12, 2013, at 12:08, Rebecca Cokley <rcokley@ncd.gov> wrote:

Maurice

Please process time off awards for the attached individuals. Thank you.

Rebecca Cokley

Executive Director

National Council on Disability

1331 F Street NW, Suite 850

Washington, DC 20004

[202-272-2124](tel:202-272-2124) Voice

[202-272-2074](tel:202-272-2074) TTY

[202-272-2022](tel:202-272-2022) Fax

Rcokley@ncd.gov

Website: <http://www.ncd.gov>

<SKMBT_60013121113424.pdf>

<SKMBT_60013121113423.pdf>

<SKMBT_60013121113422.pdf>

<SKMBT_60013121113421.pdf>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/13/2013 12:38:42 PM
Subject: FW: amended timesheets

Sylvia is not properly managing payroll, as evidenced below. For your documentation.

Rebecca

From: Rebecca Cokley
Sent: Friday, December 13, 2013 11:38 AM
To: Brad Kliethermes - BCEC
Subject: RE: amended timesheets

Brad

Please let me know if you do not hear back from her by Monday.

Thank you.
Rebecca

From: Brad Kliethermes - BCEC <bradley.kliethermes@gsa.gov>
Sent: Thursday, December 12, 2013 4:46 PM
To: Rebecca Cokley
Subject: Re: amended timesheets

I do not. I have sent an email to Sylvia to see what she tells me. Once I get that response I will be able to figure out what approach to take to help get this all straightened out.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: (816) 823-3906
Fax: (816) 823-5435

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA>

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On Wed, Dec 11, 2013 at 2:59 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

Following up on this. I notice my leave totals haven't changed. Do you need anything else from me?

Rebecca Cokley

Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Wednesday, November 27, 2013 10:04 AM
To: Rebecca Cokley
Subject: Re: amended timesheets

I am going to take a look at your records and will probably have to contact sylvia to find out what is going on.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: [\(816\) 823-3906](tel:816-823-3906)
Fax: [\(816\) 823-5435](tel:816-823-5435)

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA>

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On Wed, Nov 27, 2013 at 8:58 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Brad

I had to amend my leave slips for the last two weeks because I worked 2 8 hr days each week, unexpectedly. See attached.

Should I expect my leave to be adjusted by the next update to employee express, next Friday?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
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[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 12/3/2013 1:16:56 PM
Subject: FW: Performance Plans and Time Off Awards
Attachments: Fwd: Performance Appraisals

Lisa

See below.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
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Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Tuesday, December 03, 2013 11:59 AM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: Performance Plans and Time Off Awards

Rebecca,

Your claim that you asked me for input regarding performance is a untrue statement and I request that you provide me with the date, time and method of communication in which you asked me for this information if you contend that it is true.

You have never asked or inquired of obtaining any performance related information from me other than that of Stacey Brown. In fact, to date we have never had a discussion regarding performance to include a mid-year progress review. My inquiry regarding the criteria used to access and make the determination for annual performance awards that you provided to me was an appropriate question posed as an employee and Director of Administration, and this information should be made public and open to all staff.

You also stated that "each time that I have requested input from you regarding your performance, you fail to provide anything to me." Please note that had I not complied to a request from you, without hesitation you would have done what you always done and that's issue me a threatening direct order or disciplinary action for failure to follow supervisory instruction.

I also find your statement " be advised that your attempt to use your position, as Director of Administration, to obtain personnel information is completely inappropriate" as a threat and attempt to censor me in the workplace for inquiring about the equity of processes used amongst staff in the workplace. I would like to reiterate that you provided this information to me freely. As requested on yesterday, I would like to know the criteria and/or agency guidance relied upon to assess and make determinations regarding annual performance awards. I'm sure if you follow up with OPM you will discover that my question is more than appropriate.

Throughout government, agencies and managers have always made this information available to staff and as a staff member of the NCD I would like to know the criteria used, especially since most plans were

prematurely closed-out prior to the employee either receiving an appropriate mid-year progress review or performing under the plan through the end of the fiscal year.

Further, you are quick to label any act against as inappropriate, however the Caucasian physically disabled staff are allowed on a daily basis to violate policies and procedures, which you are aware of and you never reprimand them.

Btw...you did not send me the performance plan of Anne Sommers.

Sylvia

From: Rebecca Cokley
Sent: Tuesday, December 3, 2013 11:10 AM
To: Sylvia Jones
Subject: RE: Performance Plans and Time Off Awards

Mrs. Jones,

To date Anne and Joan are the only supervisors who have provided their performance input to me. As you should recall, I requested input from the entire staff several months ago. Each time that I have requested input from you regarding your performance, you fail to provide anything to me. Be advised that your attempt to use your position, as Director of Administration, to obtain personnel information is completely inappropriate.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Monday, December 02, 2013 2:38 PM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: FW: Performance Plans and Time Off Awards

Rebecca,

Please advise the criteria used to access and make the determination for annual performance awards. Specifically, I would also like to know the status of my annual rating and performance award. With the exception of Anne Sommers the only staff given awards were the physically disabled Caucasian staff and I would like to know what was the criteria used and why were the minorities bypassed and overlooked.

Sylvia

From: Rebecca Cokley
Sent: Monday, December 2, 2013 1:25 PM
To: Sylvia Jones
Subject: Performance Plans and Time Off Awards

Mrs. Jones,

For your records, here are the staff performance plans I've received to date. Please ensure that their leave is credited as soon as possible.

Robyn Powell-40.0 hours
Julie Carroll- 40.0 hours
Joan Durocher-24.0 hours
Lawrence Carter-Long-18.0 hrs

Thank you.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
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202-272-2074 TTY
202-272-2022 Fax
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Website: <http://www.ncd.gov>

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Version: 2012.0.2242 / Virus Database: 3629/6376 - Release Date: 11/28/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Jeff Rosen](#)
Date: 9/24/2013 11:39:56 PM
Subject: Fwd: Performance Appraisals

Hi all

Staff directors were informed that they were to have sent me their performance plans on by COB on the 19th. I've received ratings and plans from Joan and Anne (and will forward them to you, Jeff), but I have yet to receive either Sylvia's draft appraisal or Stacey's. FYI

Rebecca

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: September 19, 2013, 2:45:31 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: Performance Appraisals

Rebecca,

Due to budget close out, I will forward Stacey's draft rating to you tomorrow before the close of business.

Sylvia

From: Rebecca Cokley
Sent: Monday, September 09, 2013 2:54 PM
To: Anne Sommers; Sylvia Meniffee
Cc: Jeff Rosen; Lynnae Rutledge
Subject: Performance Appraisals

Anne and Sylvia,

As you know, the appraisal period is 10-1 to 9-30 with the appraisal being due to be sent forward for concurrence/approval by 09/30/13. As you also know, I will be going on maternity leave prior to 9-30-13.

I will require you to prepare draft appraisals for me for to review by 9-19-13. I will review them and provide you my feedback. If you propose no changes in the final ratings of the employees, I delegate Mr. Rosen to sign for me those final ratings. If there is a change in performance that would change the draft ratings, they must be reviewed and approved by Mr. Rosen prior to their issuance.

Please see me if you have any questions.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

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Version: 2012.0.2242 / Virus Database: 3629/6376 - Release Date: 11/28/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 12/3/2013 1:18:04 PM
Subject: FW: 2013 Annual Reporting: EEOC Form 462 (2nd Request)

It was a true statement. I had started talking to the EEOC about it on the 22nd. It was completed last week and I'm waiting for confirmation.

Banging my head on the desk at the moment.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Tuesday, December 03, 2013 12:04 PM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: 2013 Annual Reporting: EEOC Form 462 (2nd Request)

Rebecca,

Yesterday, you stated " the EEO Form 462 will be completed by me via phone with the EEOC." On November 22, Robyn responded and stated "Rebecca has taken care of this" which was a false statement.

I would like to know what action will be taken against Robyn for delayed response and displaying a lack of candor in the workplace.

Sylvia

From: Rebecca Cokley
Sent: Monday, December 2, 2013 1:27 PM
To: Sylvia Jones; Robyn Powell
Subject: RE: 2013 Annual Reporting: EEOC Form 462 (2nd Request)

Mrs. Jones,

The EEO Form 462 will be completed by me via phone with the EEOC. Upon my completion of the form, I will provide you a copy.

Rebecca

From: Sylvia Jones
Sent: Monday, December 02, 2013 9:31 AM
To: Robyn Powell
Cc: Rebecca Cokley; Sylvia Jones

Subject: RE: 2013 Annual Reporting: EEOC Form 462 (2nd Request)

Hi Robyn,

This is a second request for a copy of NCD's submission of the subject report.

Sylvia

From: Sylvia Jones
Sent: Friday, November 22, 2013 10:02 AM
To: Robyn Powell
Cc: Rebecca Cokley; Sylvia Jones
Subject: RE: 2013 Annual Reporting: EEOC Form 462

Hi Robyn,

Please forward me a copy of the submission to EEOC to include the report; and in the future please ensure that I am copied on the submission. I believe Joan had advised you of this prior to departing on maternity leave.

I look forward to receiving the report.

Thank you,
Sylvia

From: Robyn Powell
Sent: Friday, November 22, 2013 9:54 AM
To: Sylvia Jones
Cc: Rebecca Cokley
Subject: RE: 2013 Annual Reporting: EEOC Form 462

Hi Sylvia,

Rebecca has taken care of this.

Thanks,
Robyn

From: Sylvia Jones
Sent: Monday, November 18, 2013 4:18 PM
To: Robyn Powell
Cc: Rebecca Cokley; Sylvia Jones
Subject: 2013 Annual Reporting: EEOC Form 462

Hi Robyn,

The EEOC Form 462 is due on November 28, 2013. I'm following up to see if you will be completing the form in Joan's absence? Please advise...

Thank you,
Sylvia

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/26/2013 10:51:24 AM
Subject: Fwd: Follow Up

how do you suggest I respond to both Jeff and then to Sylvia?

Rebecca

Sent from my iPad

Begin forwarded message:

From: Jeff Rosen <jrosen@ncd.gov>
Date: October 26, 2013, 10:30:50 AM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Gary Blumenthal <GBlumenthal@ncd.gov>
Subject: FW: Follow Up

Rebecca -

To follow up on this, Sylvia's June 27, 2013 email to the Council, if I recall correctly, excluded you and I. Its my understanding that in her email, Sylvia requested to discuss with the Council certain issues including, inappropriately, the conduct of other staff. It appears from Sylvia's email below that you provided her with direction to follow protocol by channeling any complaints to appropriate authorities. You are one of the primary appropriate authority Sylvia is obligated to provide any information to.

I was copied on an email Sylvia sent indicating that she represented to auditors that NCD engaged in fraud. I followed up by asking the Chair of the A&F Committee to share the information with the Committee to make them aware of the allegations so that the appropriate Council members would look into the merits of the issue as part of our fiduciary responsibilities. The Chair of the A&F Committee requested Sylvia to provide information regarding the fraud she believes occurred.

Sylvia provides inadequate grounds in her email below for her refusal to provide that information. Please follow up with her in obtaining that requested information from her.

Thanks.

-Jeff

From: Sylvia Jones
Sent: Friday, October 25, 2013 2:29 PM
To: Gary Blumenthal; Rebecca Cokley; Jeff Rosen; Sylvia Jones
Cc: Pam Holmes; Ari Neeman; Kamilah Martin-Proctor; Lynnae Rutledge; Lisa Brown-Gilmore - CPWA
Subject: Follow Up

All,

I wasn't feeling due to workplace harassment and stress. I typed the email below at 9am to respond to Gary,

however I realized that I never hit the send button.

Gary,

As you are aware, it is and has always been the responsibility of the Executive Director to brief the Council, to include the A&F Committee on budgetary and office issues. I noticed that you copied Rebecca Cokley to this email but you did request any information from her. As I stated on Wednesday, October 23...it is documented that I attempted to address the issues internally to the full council on June 27, 2013 and only one member responded showing concern. Following my unsuccessful attempt to report issues to the council, I was issued a direct order by Rebecca Cokley on June 28, 2013 to "channel my complaints through the appropriate authorities." I was threatened with disciplinary action up to and including removal from the National Council on Disability if I failed to follow the order. I followed Rebecca Cokley's direct order and I reported the issues to the appropriate authorities, which you are aware of. Therefore, I cannot provide you and/or the A&F Committee any information related to my disclosures pending an investigation.

Also you have made another false allegation (testimony) against me in government email which is slander and defamation of character and everyone attached to this email thread is now a witness to the fact. I never received a directive regarding any element of the audit and as I have requested, please provide me and the council with the date and time and method of the communication to support the serious false allegation that you continue to make against me. Unless you can produce such communication, I request that you cease and desist from making slanderous and false allegations against me in effort to defame my character. Today I received the first communication from Rebecca regarding the audit.

Regarding reimbursement...I responded you on October 18 and advised to follow up with Rebecca Cokley, apparently you did not do so. Members are well aware that if they have any payroll related questions or problems that are to contact me or Stacy Brown directly. As of today this office has only received one payroll inquiry and that was from you on today sent directly to Stacey Brownn (w/cc: Rebecca and Jeff).

I'm finding your emails to be harassing, demeaning and workplace bullying which is a violation of the law; and I'm sure that when you communicate with my peers that you are not aggressive, accusatory and copying all of the above persons to include GSA Employee Relations, which I find inappropriate. I have been in this agency for over 15mos and you were always respectful and helpful to me. I noticed that your aggression towards began in September when I refused to compromise my integrity and participate in unlawful activities or accept the "trade off" as you called it. From this point forward I request to be treated civilly and equally as you do everyone else in the agency.

Since you have attached HR to this email I would also like to make it clear that you are a special government employee and are not my supervisor. Earlier this week I requested of Rebecca that due to your aggression towards me that all your communication be channeled through her as it was in the past with the previous ED. I'm willing to do anything for the agency but I will not compromise my integrity and I'm tired of the harrassment as it is severely affecting my disabilities.

Please note that I will forward you the auditor's contact informtion in a separate email along with an internal control document that must be completed and sent back to me before the close of business Monday, October 28.

Sylvia

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/22/2013 9:21:20 AM
Subject: one more request

Lisa

(b) (5)

Thanks

Rebecca

Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/17/2013 12:49:18 PM
Subject: Re:

Lisa

(b) (5)

Rebecca

Sent from my iPad

On Oct 17, 2013, at 12:35 PM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

(b) (5)

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](mailto:Lisa.Brown-Gilmore@cpwa.gov)
Date: 11/6/2013 11:38:24 AM
Subject: Re: Sylvia Jones - Entry of Appearance

I will send you the admin manual today.

Sent from my iPhone

> On Nov 6, 2013, at 10:24 AM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

>

> FYI

>

> Sent from my iPhone

>

> Begin forwarded message:

>

> From: Jeff Rosen <jrosen@ncd.gov<mailto:jrosen@ncd.gov>>

> Date: November 6, 2013, 10:14:38 AM EST

> To: Brenda Ward - LG <brenda.ward@gsa.gov<mailto:brenda.ward@gsa.gov>>, Lisa Brown-Gilmore - CPWA <lisa.gilmore@gsa.gov<mailto:lisa.gilmore@gsa.gov>>, Robyn Powell <RPowell@ncd.gov<mailto:RPowell@ncd.gov>>

> Cc: Lesly Wilson - LG <lesly.wilson@gsa.gov<mailto:lesly.wilson@gsa.gov>>

> Subject: RE: Sylvia Jones - Entry of Appearance

>

>

> Robyn -

>

>

(b) (5)



(b) (5)

> _____
> From: Brenda Ward - LG <brenda.ward@gsa.govmailto:brenda.ward@gsa.gov>>
> Sent: Wednesday, November 06, 2013 9:55 AM
> To: Lisa Brown-Gilmore - CPWA
> Cc: Jeff Rosen; Lesly Wilson - LG
> Subject: Re: Sylvia Jones - Entry of Appearance
>

(b) (5)

>
> *****
> CONFIDENTIALITY NOTICE:
> This email message and any attachments to this email contains confidential information belonging

to the sender which is legally privileged. The information is intended only for the use of the individual or entity to whom it is address. Please do not forward this message without permission. If you are not the intended recipient or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this transmission is strictly prohibited. If you have received this transmission in error, please notify us immediately by telephone or return email and delete and destroy the original email message, any attachments thereto and all copies thereof.

> *****

>

>

> On Wed, Nov 6, 2013 at 9:43 AM, Lisa Brown-Gilmore - CPWA

<lisa.gilmore@gsa.gov<mailto:lisa.gilmore@gsa.gov>> wrote:

> I understand that it's GSA's practice to grant a 10 day extension. Brenda and Leslie do you concur?

>

> Sent from my iPhone

>

> On Nov 5, 2013, at 6:23 PM, Jeff Rosen <jrosen@ncd.gov<mailto:jrosen@ncd.gov>> wrote:

>

>

> I would appreciate GSA's counsel regarding the handling of the attached letter.

>

>

>

> Thanks.

>

>

>

> -Jeff

>

>

> From: James Heelan <jheelan@shawbransford.com<mailto:jheelan@shawbransford.com>>

> Sent: Tuesday, November 05, 2013 5:16 PM

> To: Jeff Rosen

> Cc: lisa.gilmore@gsa.gov<mailto:lisa.gilmore@gsa.gov>; Julie Perkins

> Subject: Sylvia Jones - Entry of Appearance

>

> Mr. Rosen,

>

> Please see the attached entry of appearance, which we submit to you on behalf of Mrs. Sylvia Jones. A hard copy will follow to you via FedEx overnight delivery.

>

> Sincerely,

>

> James P. Garay Heelan

>

> James P. Garay Heelan

> Associate Attorney

>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/2/2013 11:47:02 AM
Subject: Fwd: 2013 Annual Reporting: EEOC Form 462 (2nd Request)

Lisa

To complete our annual form 462, since I'm out of the office, Joan and Julie are on leave, and Robyn is in Boston I reached out to the EEOC and completed the information over the phone with the individual to whom it is due (Dexter Brooks). How do you suggest we respond to Sylvia's note?

Rebecca

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: December 2, 2013, 9:31:29 AM EST
To: Robyn Powell <RPowell@ncd.gov>
Cc: Rebecca Cokley <rcokley@ncd.gov>, Sylvia Jones <sjones@ncd.gov>
Subject: RE: 2013 Annual Reporting: EEOC Form 462 (2nd Request)

Hi Robyn,

This is a second request for a copy of NCD's submission of the subject report.

Sylvia

From: Sylvia Jones
Sent: Friday, November 22, 2013 10:02 AM
To: Robyn Powell
Cc: Rebecca Cokley; Sylvia Jones
Subject: RE: 2013 Annual Reporting: EEOC Form 462

Hi Robyn,

Please forward me a copy of the submission to EEOC to include the report; and in the future please ensure that I am copied on the submission. I believe Joan had advised you of this prior to departing on maternity leave.

I look forward to receiving the report.

Thank you,
Sylvia

From: Robyn Powell
Sent: Friday, November 22, 2013 9:54 AM
To: Sylvia Jones
Cc: Rebecca Cokley
Subject: RE: 2013 Annual Reporting: EEOC Form 462

Hi Sylvia,

Rebecca has taken care of this.

Thanks,
Robyn

From: Sylvia Jones
Sent: Monday, November 18, 2013 4:18 PM
To: Robyn Powell
Cc: Rebecca Cokley; Sylvia Jones
Subject: 2013 Annual Reporting: EEOC Form 462

Hi Robyn,

The EEOC Form 462 is due on November 28, 2013. I'm following up to see if you will be completing the form in Joan's absence? Please advise...

Thank you,
Sylvia

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 9/30/2013 1:54:58 PM
Subject: Fwd: Kansas hotel

I haven't heard back from her yet and this meeting is next Mon-Tue.

RC

Sent from my iPhone

Begin forwarded message:

From: <rcokley@ncd.gov>
Date: September 30, 2013 at 9:34:38 AM EDT
To: Sylvia Meniffee <SMeniffee@ncd.gov>
Cc: Jeff Rosen <jrosen@ncd.gov>, Gary Blumenthal <GBlumenthal@ncd.gov>
Subject: Kansas hotel

Sylvia,

What is the latest the hotel reservations can be canceled for Kansas without a penalty?

Rebecca

Sent from my iPhone

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 12/18/2013 2:15:28 PM
Subject: SF-52
Attachments: sf52-suspension.pdf

See attached. I filled in everything I knew.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Jeff Rosen](#)
[Brad Kliethermes - BCEC](#)
Date: 12/13/2013 1:19:50 PM
Subject: RE: amended timesheets

Nope, this is what we ran into before, with getting the comp approved in the first place.

Rebecca

From: Jeff Rosen
Sent: Friday, December 13, 2013 12:19 PM
To: Rebecca Cokley; Brad Kliethermes - BCEC
Cc: Lisa Brown-Gilmore - CPWA
Subject: RE: amended timesheets

Brad -

Can someone else at NCD sign these timecards?

Thanks.

-Jeff

From: Rebecca Cokley
Sent: Friday, December 13, 2013 12:17 PM
To: Brad Kliethermes - BCEC
Cc: Lisa Brown-Gilmore - CPWA; Jeff Rosen
Subject: RE: amended timesheets

Brad

I'm cc'ing Lisa at GSA and my boss, the chairperson Jeff Rosen (as my supervisor). As you know, Mr. Rosen approved the comp time and we have the documentation. I'm not sure what our next step is. Maybe the two of them have an idea.

Rebecca

From: Brad Kliethermes - BCEC <bradley.kliethermes@gsa.gov>
Sent: Friday, December 13, 2013 12:11 PM
To: Rebecca Cokley
Subject: Re: amended timesheets

She called me back and basically said the timecards are in ETAMS but she is not signing them because she does not agree with the Comp time. So we have been paying you each pay period based on the base schedule that is in ETAMS because the timecards are not being signed. I am not sure who best in your agency to raise this issue to but there has to be someone who can direct her to sign these timecards.

Bradley Kliethermes

Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division

Office of the Chief Financial Officer
Phone: (816) 823-3906
Fax: (816) 823-5435

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA>

FOR OFFICIAL USE ONLY --- The information contained in this e-mail is privileged and confidential and is intended only for the use of the addressee(s) indicated above. Anyone who receives this e-mail in error should notify the sender by telephone immediately, and destroy the original message and any copies.

On Fri, Dec 13, 2013 at 10:38 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:

Brad

Please let me know if you do not hear back from her by Monday.

Thank you.
Rebecca

From: Brad Kliethermes - BCEC <bradley.kliethermes@gsa.gov>

Sent: Thursday, December 12, 2013 4:46 PM

To: Rebecca Cokley

Subject: Re: amended timesheets

I do not. I have sent an email to Sylvia to see what she tells me. Once I get that response I will be able to figure out what approach to take to help get this all straightened out.

Bradley Kliethermes

Supervisory Accountant Payroll Operations

GSA National Payroll Branch (BCEC)

Financial and Payroll Services Division

Office of the Chief Financial Officer

Phone: [\(816\) 823-3906](tel:(816)823-3906)

Fax: [\(816\) 823-5435](tel:(816)823-5435)

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA>

FOR OFFICIAL USE ONLY --- The information contained in this e-mail is privileged and confidential and is intended only for the use of the addressee(s) indicated above. Anyone who receives this e-mail in error should notify the sender by telephone immediately, and destroy the original message and any copies.

On Wed, Dec 11, 2013 at 2:59 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

Following up on this. I notice my leave totals haven't changed. Do you need anything else from me?

Rebecca Cokley

Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Wednesday, November 27, 2013 10:04 AM
To: Rebecca Cokley
Subject: Re: amended timesheets

I am going to take a look at your records and will probably have to contact sylvia to find out what is going on.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: [\(816\) 823-3906](tel:816-823-3906)
Fax: [\(816\) 823-5435](tel:816-823-5435)

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA>

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On Wed, Nov 27, 2013 at 8:58 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Brad

I had to amend my leave slips for the last two weeks because I worked 2 8 hr days each week, unexpectedly. See attached.

Should I expect my leave to be adjusted by the next update to employee express, next Friday?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/11/2013 11:19:56 AM
Subject: RE: Post Employment Ethics Letter

This is the one where we discussed you connecting with Maurice since he drafted the letter with Aaron for (former employee) Non-Responsive, however, Aaron says it is.

How should I respond?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Wednesday, December 11, 2013 10:19 AM
To: Rebecca Cokley
Subject: Re: Post Employment Ethics Letter

Didn't you respond to this? Does such a letter exist? It seems like Sylvia is the only person knowledgeable about such a letter. Therefore, she needs to provide the agency with as much information that she has about this letter.

On Wed, Dec 11, 2013 at 9:20 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
How should I respond?

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: December 11, 2013 at 9:15:35 AM EST
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>, Robyn Powell <RPowell@ncd.gov>
Subject: FW: Post Employment Ethics Letter

Rebecca,

This email is to document that on November 21, I sent Robyn Powell an email inquiring if the agency had a post employment ethics letter and the information on how it's administered and/or disseminated to former employees.

Due to Robyn's non-responsiveness I sent her a 2nd request email on Dec 2 and still no response. It has now been 20 days I have not received a response from Robyn Powell.

Sylvia

From: Sylvia Jones
Sent: Monday, December 2, 2013 9:11 AM
To: Robyn Powell
Cc: Sylvia Jones
Subject: RE: Post Employment Ethics Letter (2nd Request)

Hi Robyn,

This is my second request for a response to the email below.

Sylvia

From: Sylvia Jones
Sent: Thursday, November 21, 2013 3:30 PM
To: Robyn Powell
Cc: Sylvia Jones
Subject: Post Employment Ethics Letter

Robyn,

Does NCD have a post employment ethics letter that we give to employees when they depart the agency? If so, please explain how it is administered and/or disseminated to former employees.

Sylvia

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/9/2013 1:15:08 PM
Subject: Re: Draft

(b) (5)

Rebecca

Sent from my iPhone

On Dec 5, 2013, at 3:39 PM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

On Thu, Dec 5, 2013 at 3:03 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Ok great. FYI, nothing was attached.

Rebecca Cokley

Executive Director

National Council on Disability

1331 F Street NW, Suite 850

Washington, DC 20004

[202-272-2124](tel:202-272-2124) Voice

[202-272-2074](tel:202-272-2074) TTY

[202-272-2022](tel:202-272-2022) Fax

Rcokley@ncd.gov

Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]

Sent: Thursday, December 05, 2013 3:00 PM

To: Rebecca Cokley

Subject: Draft

Hi Rebecca,

(b) (5)

(b) (5)

--

Lisa Gilmore

Human Resources Specialist (Employee Relations)

Washington Area Operations Center

Employee Relations Branch-CPWA

301 7th Street, S.W., Room 1022

Washington, DC 20407

[202-205-4929](tel:202-205-4929) Desk

[202-](tel:202-)(b) (6) Mobile Phone

[202-708-5377](tel:202-708-5377) fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3658/6393 - Release Date: 12/05/13

--

Lisa Gilmore

Human Resources Specialist (Employee Relations)

Washington Area Operations Center

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Jackie Clay - CPW \(jacqueline.clay@gsa.gov\)](mailto:jacqueline.clay@gsa.gov)
Date: 12/5/2013 4:58:52 PM
Subject: Phone time

Jackie

Hey we continue to have several issues with our specific situation. We're working through things on our end and Lisa has been a godsend. However, we're continuing to run into a roadblock with GSA's HR person when it comes to hiring/on-boarding a new staff person. Can we get on the phone to chat sometime in the day or two?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/25/2013 10:01:20 PM
Subject: Fwd: Follow Up

(b) (5)

Rebecca

Sent from my iPad

Begin forwarded message:

From: Jeff Rosen <jrosen@ncd.gov>
Date: October 25, 2013, 4:08:44 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Subject: FW: Follow Up

Rebecca -

(b) (5)

-Jeff

From: Sylvia Jones
Sent: Friday, October 25, 2013 2:29 PM
To: Gary Blumenthal; Rebecca Cokley; Jeff Rosen; Sylvia Jones
Cc: Pam Holmes; Ari Neeman; Kamilah Martin-Proctor; Lynnae Ruttledge; Lisa Brown-Gilmore - CPWA
Subject: Follow Up

All,

I wasn't feeling due to workplace harassment and stress. I typed the email below at 9am to respond to Gary, however I realized that I never hit the send button.

Gary,

As you are aware, it is and has always been the responsibility of the Executive Director to brief the Council, to include the A&F Committee on budgetary and office issues. I noticed that you copied Rebecca Cokley to this

email but you did request any information from her. As I stated on Wednesday, October 23...it is documented that I attempted to address the issues internally to the full council on June 27, 2013 and only one member responded showing concern. Following my unsuccessful attempt to report issues to the council, I was issued a direct order by Rebecca Cokley on June 28, 2013 to "channel my complaints through the appropriate authorities." I was threatened with disciplinary action up to and including removal from the National Council on Disability if I failed to follow the order. I followed Rebecca Cokley's direct order and I reported the issues to the appropriate authorities, which you are aware of. Therefore, I cannot provide you and/or the A&F Committtee any information related to my disclosures pending an investigation.

Also you have made another false allegation (testimony) against me in government email which is slander and defamation of character and everyone attached to this email thread is now a witness to the fact. I never received a directive regarding any element of the audit and as I have requested, please provide me and the council with the date and time and method of the communication to support the serious false allegation that you continue to make against me. Unless you can produce such communication, I request that you cease and desist from making slanderous and false allegations against me in effort to defame my character. Today I received the first communication from Rebecca regarding the audit.

Regarding reimbursement...I responded you on October 18 and advised to follow up with Rebecca Cokley, apparently you did not do so. Members are well aware that if they have any payroll related questions or problems that are to contact me or Stacy Brown directly. As of today this office has only received one payroll inquiry and that was from you on today sent directly to Stacey Brownn (w/cc: Rebecca and Jeff).

I'm finding your emails to be harassing, demeaning and workplace bullying which is a violation of the law; and I'm sure that when you communicate with my peers that you are not aggressive, accusatory and copying all of the above persons to include GSA Employee Relations, which I find inappropriate. I have been in this agency for over 15mos and you were always respectful and helpful to me. I noticed that your aggression towards began in September when I refused to compromise my integrity and participate in unlawful activities or accept the "trade off" as you called it. From this point forward I request to be treated civilly and equally as you do everyone else in the agency.

Since you have attached HR to this email I would also like to make it clear that you are a special government employee and are not my supervisor. Earlier this week I requested of Rebecca that due to your aggression towards me that all your communication be channeled through her as it was in the past with the previous ED. I'm willing to do anything for the agency but I will not compromise my integrity and I'm tired of the harrassment as it is severely affecting my disabilities.

Please note that I will forward you the auditor's contact informtion in a separate email along with an internal control document that must be completed and sent back to me before the close of business Monday, October 28.

Sylvia

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/17/2013 9:12:38 AM
Subject: Fwd: touching base

Lisa

(b) (5)

I'm actually coming back from leave early and starting back part time today. I have a doctor's appointment at 10 but will call you after.

Rebecca

Sent from my iPad

Begin forwarded message:

From: William Haygood <whaygood@globalnetworkers.com>
Date: October 17, 2013, 9:09:02 AM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Subject: Re: touching base

Will do Rebecca. Please let me know as soon as you know; I'm going to have to tell him something today. I owe him that much and I am sure Sylvia is going to be asking about her IT support and replacement for Nick. Let's talk at your very earliest convenience.

Thanks!
William

William Haygood
Global Networkers

Office 704.343.0094
Mobile 704.724.3330

www.globalnetworkers.com

On Oct 16, 2013, at 11:58 PM, "Rebecca Cokley" <rcokley@ncd.gov> wrote:

William

I hate to ask you to remain in a holding pattern on the situation we discussed prior to the furlough, but my goal is to have more information/a more official response for you tomorrow after I have a chance to talk to my contacts at GSA. I will call you as soon as I talk to them and we can discuss how we want to approach this situation in a way that will hopefully not put you in too awkward of a situation and ensure that Nick continues in his role for the time being.

Rebecca Cokley

Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/27/2013 10:35:22 AM
Subject: RE: FW: Post Employment Ethics Letter

(b) (5)

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Wednesday, November 27, 2013 9:34 AM
To: Rebecca Cokley
Subject: Re: FW: Post Employment Ethics Letter

(b) (5)

On Tue, Nov 26, 2013 at 4:33 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Are you in tomorrow? I want to pick your brain on this.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Robyn Powell
Sent: Friday, November 22, 2013 8:47 AM
To: Rebecca Cokley
Subject: RE: Post Employment Ethics Letter

How do you want to proceed?

From: jdurocher1@att.blackberry.net [<mailto:jdurocher1@att.blackberry.net>]

Sent: Thursday, November 21, 2013 4:19 PM

To: Rebecca Cokley; Robyn Powell

Subject: Re: Post Employment Ethics Letter

I would look in Aaron's old files to find the letter he gave to **Non-Responsive** ...GSA assisted in drafting it.

Sent via BlackBerry by AT&T

From: Rebecca Cokley <rcokley@ncd.gov>

Date: Thu, 21 Nov 2013 21:13:30 +0000

To: Robyn Powell<RPowell@ncd.gov>

Cc: jdurocher1@att.blackberry.net<jdurocher1@att.blackberry.net>

Subject: Re: Post Employment Ethics Letter

I've never heard of this. Joan?

Rebecca

Sent from my iPhone

On Nov 21, 2013, at 3:45 PM, "Robyn Powell" <RPowell@ncd.gov> wrote:

Please see below.

From: Sylvia Jones

Sent: Thursday, November 21, 2013 3:30 PM

To: Robyn Powell

Cc: Sylvia Jones

Subject: Post Employment Ethics Letter

Robyn,

Does NCD have a post employment ethics letter that we give to employees when they depart the agency? If so, please explain how it is administered and/or disseminated to former employees.

Sylvia

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3629/6351 - Release Date: 11/20/13

--

Lisa Gilmore

Human Resources Specialist (Employee Relations)

Washington Area Operations Center

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/12/2013 11:28:28 AM
Subject: Re: Extension

I have no idea. I'll ask him.

Sent from my iPhone

On Nov 12, 2013, at 10:25 AM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

Hi Rebecca,

Did Jeff respond to Sylvia and/or her attorney granting an extension of time to respond to her proposed suspension?

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Brad Kliethermes - BCEC](#)
Date: 9/30/2013 1:57:36 PM
Subject: Re: update on comp time

Great. Thanks so much Brad.

Sent from my iPhone

On Sep 30, 2013, at 1:56 PM, "Brad Kliethermes - BCEC" <bradley.kliethermes@gsa.gov> wrote:

I am going to do the amendments this week so they will go through our retro process on Thursday night and they will be available for use after that.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: (816) 823-3906
Fax: (816) 823-5435

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA>

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On Mon, Sep 30, 2013 at 11:57 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:

Brad

Were you able to process my comp time into the system?

Rebecca

Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Jeff Rosen](#)
[Brad Kliethermes - BCEC](#)
Date: 12/18/2013 2:16:16 PM
Subject: RE: Your assistance

Jeff, I would like your assistance on this. I'm going to pull together all my leave slips and find a way to make it simple for Stephen to figure out what he needs to do. I will send this to you tomorrow morning.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Jeff Rosen
Sent: Wednesday, December 18, 2013 10:30 AM
To: Rebecca Cokley; Brad Kliethermes - BCEC
Cc: Lisa Brown-Gilmore - CPWA
Subject: RE: Your assistance

Thank you Brad, we appreciate GSA's assistance here. I will see whether Rebecca would like my assistance with processing.
-Jeff

From: Rebecca Cokley
Sent: Wednesday, December 18, 2013 10:25 AM
To: Brad Kliethermes - BCEC
Cc: Lisa Brown-Gilmore - CPWA; Jeff Rosen
Subject: RE: Your assistance

Ok. Sounds good.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [<mailto:bradley.kliethermes@gsa.gov>]
Sent: Wednesday, December 18, 2013 10:24 AM
To: Rebecca Cokley
Cc: Lisa Brown-Gilmore - CPWA; Jeff Rosen
Subject: Re: Your assistance

You can send them to stephen.malick@gsa.gov and CC me on the email. Steve is the pay tech who handles your agency and he will be the one to put the timecards in. It might be best if you send the email to Jeff and have him send it in to us this way it doesn't look like we are trying to help you circumvent the system.

Bradley Kliethermes

Supervisory Accountant Payroll Operations

GSA National Payroll Branch (BCEC)

Financial and Payroll Services Division

Office of the Chief Financial Officer

Phone: (816) 823-3906

Fax: (816) 823-5435

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<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA>

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On Tue, Dec 17, 2013 at 9:50 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:

Brad

I'm double checking with you on this based on our convo yesterday. Are you able to process my timecards until our GC gets back and I can have her certified as a timekeeper?

Rebecca Cokley

Executive Director

National Council on Disability

1331 F Street NW, Suite 850

Washington, DC 20004

[202-272-2124](tel:202-272-2124) Voice

[202-272-2074](tel:202-272-2074) TTY

[202-272-2022](tel:202-272-2022) Fax

Rcokley@ncd.gov

Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]

Sent: Wednesday, September 11, 2013 11:33 AM

To: David Allen - WPG-C

Cc: Rebecca Cokley; Lisa Brown-Gilmore - CPWA

Subject: Re: Your assistance

We are able to process the timecards in the interim if needed. An email with proper certification is all that would be required for us to do the input.

Bradley Kliethermes

Supervisory Accountant Payroll Operations

GSA National Payroll Branch (BCEC)

Financial and Payroll Services Division

Office of the Chief Financial Officer

Phone: [\(816\) 823-3906](tel:(816)823-3906)

Fax: [\(816\) 823-5447](tel:(816)823-5447)

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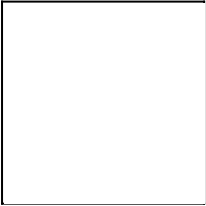
On Wed, Sep 11, 2013 at 10:29 AM, David Allen - WPG-C <david.allen@gsa.gov> wrote:
Mr. Kliethermes,

I want to first thank you for agreeing to assist us in getting Ms. Cokley's comp time properly credited to her account.

We are unsure whether Ms. Menifee will certify that time once Ms. Cokely claims in on her time card.

I am asking you to confirm that you can approve and have input the use of that comp time, in accordance with all appropriate regulations, should Ms. Menifee decline to appropriately process it.

Management is addressing the issue of certifying an alternate timekeeper within the agency so that your continued involvement will not be necessary.



--

Dave Allen
Employee Relations Specialist
301 7th Street SW
Room 1619
Washington, DC 20407
David.Allen@GSA.gov
[202-690-9475](tel:202-690-9475)
FAX [202-205-2546](tel:202-205-2546) (Please call or email if faxing so that I can retrieve it)

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Version: 2012.0.2242 / Virus Database: 3222/6155 - Release Date: 09/11/13

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Checked by AVG - www.avg.com
Version: 2012.0.2247 / Virus Database: 3658/6430 - Release Date: 12/18/13

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2012.0.2247 / Virus Database: 3658/6430 - Release Date: 12/18/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Brad Kliethermes - BCEC](#)
Date: 12/13/2013 1:17:12 PM
Subject: RE: amended timesheets

Brad

I'm cc'ing Lisa at GSA and my boss, the chairperson Jeff Rosen (as my supervisor). As you know, Mr. Rosen approved the comp time and we have the documentation. I'm not sure what our next step is. Maybe the two of them have an idea.

Rebecca

From: Brad Kliethermes - BCEC <bradley.kliethermes@gsa.gov>
Sent: Friday, December 13, 2013 12:11 PM
To: Rebecca Cokley
Subject: Re: amended timesheets

She called me back and basically said the timecards are in ETAMS but she is not signing them because she does not agree with the Comp time. So we have been paying you each pay period based on the base schedule that is in ETAMS because the timecards are not being signed. I am not sure who best in your agency to raise this issue to but there has to be someone who can direct her to sign these timecards.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
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Phone: (816) 823-3906
Fax: (816) 823-5435

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On Fri, Dec 13, 2013 at 10:38 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:

Brad

Please let me know if you do not hear back from her by Monday.

Thank you.
Rebecca

From: Brad Kliethermes - BCEC <bradley.kliethermes@gsa.gov>
Sent: Thursday, December 12, 2013 4:46 PM

To: Rebecca Cokley
Subject: Re: amended timesheets

I do not. I have sent an email to Sylvia to see what she tells me. Once I get that response I will be able to figure out what approach to take to help get this all straightened out.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: [\(816\) 823-3906](tel:(816)823-3906)
Fax: [\(816\) 823-5435](tel:(816)823-5435)

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On Wed, Dec 11, 2013 at 2:59 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

Following up on this. I notice my leave totals haven't changed. Do you need anything else from me?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Wednesday, November 27, 2013 10:04 AM
To: Rebecca Cokley
Subject: Re: amended timesheets

I am going to take a look at your records and will probably have to contact sylvia to find out what is going on.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: [\(816\) 823-3906](tel:(816)823-3906)
Fax: [\(816\) 823-5435](tel:(816)823-5435)

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On Wed, Nov 27, 2013 at 8:58 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Brad

I had to amend my leave slips for the last two weeks because I worked 2 8 hr days each week, unexpectedly. See attached.

Should I expect my leave to be adjusted by the next update to employee express, next Friday?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

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Version: 2012.0.2242 / Virus Database: 3629/6358 - Release Date: 11/22/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/5/2013 12:57:38 PM
Subject: RE: FW: Julie's Metro Subsidy

Haha..I wish...All I'm likely to get is more headaches. LOL

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
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202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Thursday, December 05, 2013 11:49 AM
To: Rebecca Cokley
Subject: Re: FW: Julie's Metro Subsidy

You deserve many awards!!!

On Thu, Dec 5, 2013 at 11:47 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Nope. It would have likely been Carla. I'm on the phone with WMATA right now and they're trying to help.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Thursday, December 05, 2013 11:45 AM
To: Rebecca Cokley
Subject: Re: FW: Julie's Metro Subsidy

Are you serious? Has Stacy or anyone else done this in the past?

On Thu, Dec 5, 2013 at 11:37 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
AAAAAAAACK!

Now to find the needle in the haystack. Oh joy!

Rebecca Cokley
Executive Director

National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Thursday, December 05, 2013 11:36 AM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: Julie's Metro Subsidy

Rebecca,

GSA is not responsible for nor provide metro subsidy services to NCD. This is a responsibility of the Administrative Assistant and/or Financial Analyst which you supervise. The contract financial analyst must contact WMATA to correct.

Sylvia

From: Rebecca Cokley
Sent: Thursday, December 5, 2013 10:23 AM
To: Sylvia Jones
Subject: Julie's Metro Subsidy

Mrs. Jones,

Please reach out to GSA by COB tomorrow and cancel Julie's metro subsidy.

Thank you.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

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From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [David Allen - WPG-C](#)
Date: 9/18/2013 9:16:24 AM
Subject: telework plans

Any luck on getting guidance on Sylvia's question related to telework plans being both flexible and sporadic?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
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202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/25/2013 11:14:50 AM
Subject: Fwd: NCD Member payroll

FYI.

also, do you know if council members get paid through the furlough? I don't remember reading any guidance on that other than that full time employees were covered and contractors were not.

Rebecca

Sent from my iPad

Begin forwarded message:

From: Stacey Brown <SBrown@ncd.gov>
Date: October 25, 2013, 7:54:52 AM EDT
To: Gary Blumenthal <garyblumenthal@addp.org>
Cc: Rebecca Cokley <rcokley@ncd.gov>, Jeff Rosen <jrosen@ncd.gov>
Subject: RE: NCD Member payroll

I amended everyone's time card as instructed by payroll on 10/17 Kansas City should have processed it. I will call them this morning once someone has arrived and I'll notify you as to why.

Stacey

From: Gary Blumenthal [<mailto:garyblumenthal@addp.org>]
Sent: Friday, October 25, 2013 4:30 AM
To: Stacey Brown; Rebecca Cokley; Jeff Rosen
Subject: RE: NCD Member payroll

Stacey, I did not receive any payroll payment in my account. Could you find out why? Gary

On Oct 24, 2013 3:25 PM, "Stacey Brown" <SBrown@ncd.gov> wrote:
[Yes.](#)

From: Gary Blumenthal [<mailto:garyblumenthal@addp.org>]
Sent: Thursday, October 24, 2013 3:24 PM
To: Stacey Brown
Cc: Rebecca Cokley
Subject: RE: NCD Member payroll

Will pay period 21 be paid tomorrow.?

On Oct 24, 2013 3:15 PM, "Stacey Brown" <SBrown@ncd.gov> wrote:
Dear Rebecca:

Pay Period 19 - **(b) (6)** timecard is unsigned for **26 hours**

Pay Period 20- (b) (6) timecard is unsigned for **40hrs**.

Pay Period 21- covers **Sept. 22- Oct. 5** (b) (6) was the only Council member that submitted a timecard for time worked during this pay period.

Pay Period 22- covers **Oct. 6- Oct.19** No timecards from Council members.

Pay Period 21 The time cards due email should have been submitted to Council members on October 2 and October 16 but do to the government shutdown that did not occur which would have covered Pay Period 22.

Thanks.

From: Rebecca Cokley
Sent: Thursday, October 24, 2013 12:34 PM
To: Gary Blumenthal
Cc: Stacey Brown
Subject: Re: NCD Member payroll

Gary

Our brains must be overlapping, I just called Stacey and requested the same thing. He'll get us an update today.

Thanks.

Rebecca

Sent from my iPad

On Oct 24, 2013, at 12:32 PM, "Gary Blumenthal" <garyblumenthal@addp.org> wrote:

Stacey, can you confirm for me which Members payroll was processed for payment tomorrow. Also, when is next payroll summary due from members.? I have been asked to update E Board.

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3222/6278 - Release Date: 10/24/13

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Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3222/6278 - Release Date: 10/24/13

No virus found in this message.

Checked by AVG - www.avg.com

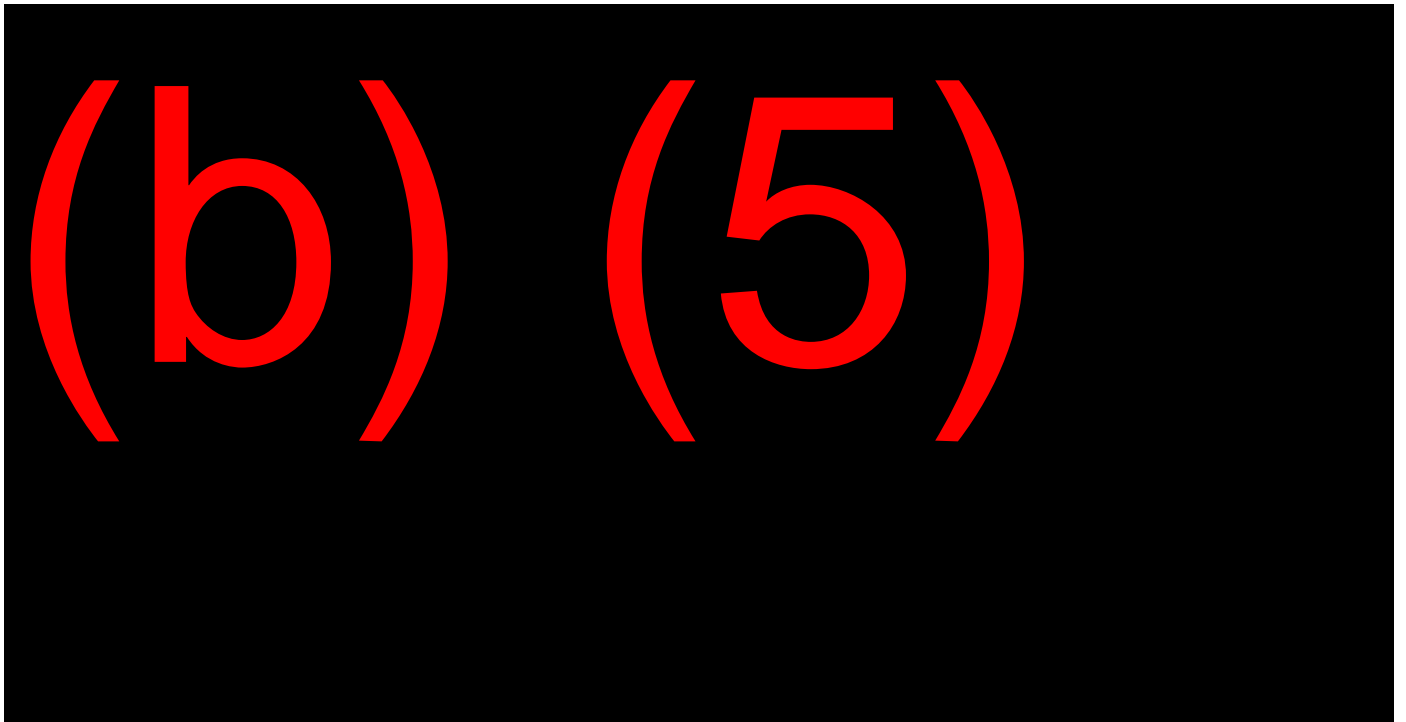
Version: 2012.0.2242 / Virus Database: 3222/6280 - Release Date: 10/25/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/21/2013 8:36:56 PM
Subject: Fwd: Sharing the reality...Working on Reasonable Accommodation

Sent from my iPad

Begin forwarded message:

From: DrGerrie Hawkins <DHawkins@ncd.gov>
Date: October 21, 2013, 8:28:18 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>, Robyn Powell <RPowell@ncd.gov>
Cc: DrGerrie Hawkins <DHawkins@ncd.gov>, Joan Durocher <JDurocher@ncd.gov>
Subject: Sharing the reality...Working on Reasonable Accommodation



Dr. Gerrie-Drake Hawkins (Ph.D.), Senior Policy Analyst (202)-272-2116 (voice); 272-2074 (TTY)
National Council on Disability, Washington, DC www.ncd.gov; <http://www.facebook.com/NCDgov>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/4/2013 7:57:24 AM
Subject: Fwd: Out of the office...

FYI.

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: November 4, 2013 at 6:52:34 AM EST
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: NCD-Board-Members <NCD-Board-Members@ncd.gov>, Sylvia Jones <sjones@ncd.gov>
Subject: Out of the office...

Rebecca,

Due to documented and intentional workplace bullying, ongoing harassment, stress, slander and continuous discrimination I am forced to take a few days of sick leave as the hostile work environment has affected me medically, flared my disabilities and has caused me severe pain and suffering. Upon my return to work I bring a doctors note.

Please note that I will not be responding to emails. However I will approve timecards that have been entered by Stacey for review and certification.

I have copied the members so that everyone has the accurate reason for my absence...knowing that I'm out on sick leave.

Mrs. Jones

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/1/2013 11:42:10 AM
Subject: RE: Revised 14 Day Proposal - Jones

(b) (5)

From: Lisa Brown-Gilmore - CPWA <lisa.gilmore@gsa.gov>
Sent: Wednesday, October 30, 2013 4:28 PM
To: Rebecca Cokley
Subject: Revised 14 Day Proposal - Jones

Rebecca, I've attached a revised version.

(b) (5)

(b) (5)

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lynnae Rutledge](#)
Date: 10/25/2013 9:52:58 AM
Subject: Re: Looking at Nov 1?

The 1st sounds good. I'm not aware of any conflicts.

Rebecca

Sent from my iPad

On Oct 25, 2013, at 9:23 AM, "Lynnae Rutledge" <lrutledge@ncd.gov> wrote:

> Thanks Jeff. More info to come.

> _____

> From: Jeff Rosen

> Sent: Friday, October 25, 2013 6:17:47 AM

> To: Lynnae Rutledge

> Cc: Janice Lehrer-Stein; Kamilah Martin-Proctor; Rebecca Cokley; Robyn Powell; Lisa Brown-Gilmore - CPWA; brenda.ward@gsa.gov

> Subject: Re: Looking at Nov 1?

>

> That approach works, thanks Lynnae. I am available on the 1st.

> Jeff

>

>> On Oct 25, 2013, at 9:15 AM, "Lynnae Rutledge" <lrutledge@ncd.gov> wrote:

>>

>> Although it seemed like the prudent approach to schedule the special session of the full Council with sufficient lead time to comply with the week's notice in the Federal Register, the escalation of issues and the rightful concerns of Council members has heightened the need for a meeting as soon as possible. I just heard that Ari will be in Brussels the week of Nov 4-8. We cannot possibly wait until he returns to conduct our briefing with the Council.

>>

>> Given the escalation of the personnel concerns (with the most recent email from Carla and Sylvia's inference of fraud in internal operations), I recommend that we declare an emergency, do the public notice and schedule the meeting for next Friday, Nov 1. Anne has drafted a notice template; we can work with her and Rebecca to get it posted. We can check in with Brenda at GSA to review the notice before it is sent to the Federal Register and continue to work with her and Lisa next week on the meeting format.

>>

>> Jeff - how does that sound to you?

>>

>> Janni, Kamilah, Jeff: can you be available next Friday, Nov 1?

>>

>> Rebecca: do you know of any conflicts that may preclude others from attending?

>>

>> Lynnae

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 12/18/2013 11:11:08 AM
Subject: FW: Suspension SF-52 - (b) (6)
Attachments: sf52 ((b) (6))df

Here is the one we used (b) (6)

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Wednesday, November 13, 2013 12:31 PM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: Suspension SF-52 - (b) (6)

Rebecca,

The subject SF-52 is attached for review and signature.

Sylvia

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3222/6332 - Release Date: 11/13/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 12/3/2013 11:23:28 AM
Subject: FW: Julie's Leave Nov. 25 - 29

More on Julie's time

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

-----Original Message-----

From: Sylvia Jones
Sent: Tuesday, December 03, 2013 8:31 AM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: FW: Julie's Leave Nov. 25 - 29

Rebecca,

On November 21, Julie submitted a leave slip to obtain credit for working on the (b) (6) matter. On December 1, she submitted a slip in order not to be charge holiday leave for the thanksgiving holiday. However, the leave slips did not cover the duration of her absence while on FMLA as required by NCD Admin. Policy and Procedures Manual; she submitted one leave slip from Nov 25 - 27 and another for Nov 29.

Due to unresolved issues with Julie's time, my position and agency policy I am very uncomfortable certifying Julie timecard. Therefore you will need to work with GSA to certify/approve so that she does not get paid for the pay period.

Sylvia

From: Julie Carroll
Sent: Monday, December 2, 2013 11:27 AM
To: Sylvia Jones; Robyn Powell
Cc: DrGerrie Hawkins; Rebecca Cokley
Subject: RE: Julie's Leave Nov. 25 - 29

The leave was requested by my doctor on the appropriate form on September 23 and was to be indefinite.

Julie

-----Original Message-----

From: Sylvia Jones

Sent: Monday, December 02, 2013 11:24 AM

To: Robyn Powell

Cc: Julie Carroll; DrGerrie Hawkins; Rebecca Cokley; Sylvia Jones

Subject: FW: Julie's Leave Nov. 25 - 29

Robyn,

As you are aware "leave must be requested and documented in advance on the SF-71 form. The SF-71 form is not submitted after leave is taken on a weekly or bi-weekly basis as Julie is doing.

The NCD Administrative Policy and Procedures Manual states - Prior to subtracting any hours of leave from an entitlement to FMLA or placing an employee on FMLA leave, the supervisor must confirm that action with the employee. Supervisory confirmation of FMLA leave appears on the SF-71 notice. Julie invoked her entitlement to FMLA on September 23, 2013. Shortly thereafter Gerrie consulted with HR and approved. However, I do not recall receiving an SF-71 to cover the 12 week period as required and requested.

The manual also states "in an emergency situation...notice by a spouse of other responsible person suffices until the employee can contact the supervisor and complete an SF-71."

Prior to Joan departing on FMLA for maternity leave she submitted an SF-71 for the entire duration of time she would be out to include maternity leave. Please forward an SF-71 to cover the entire duration of Julie's FMLA immediately.

Sylvia

From: Robyn Powell

Sent: Sunday, December 1, 2013 7:47 PM

To: Julie Carroll; DrGerrie Hawkins

Cc: Rebecca Cokley; Sylvia Jones

Subject: RE: Julie's Leave Nov. 25 - 29

Thanks! Sylvia, the approved leave slips are attached.

From: Julie Carroll [mailto:j7carroll@verizon.net]

Sent: Sunday, December 01, 2013 2:15 PM

To: Robyn Powell; DrGerrie Hawkins

Cc: Rebecca Cokley; Sylvia Jones

Subject: Julie's Leave Nov. 25 - 29

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3629/6376 - Release Date: 11/28/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](mailto:Lisa.Brown-Gilmore@cpwa.gov)
Date: 10/31/2013 1:58:52 PM
Subject: Fwd: Server cabinet key

FYI

Sent from my iPhone

Begin forwarded message:

From: "Nick Rushizky" <nrushizky.cntr@ncd.gov>
To: "Rebecca Cokley" <rcokley@ncd.gov>
Subject: Server cabinet key

I had to sign the attached document for Sylvia in order to get the key, but I do have it.

Nick

Nick Rushizky
Network Consultant for National Council on Disability
On Behalf of GlobalNetworkers, Inc.
nrushizky.cntr@ncd.gov <<mailto:nrushizky.cntr@ncd.gov>>
Work – 202-272-0102
Cel - 202-841-2616
[Description: Description: GNW Pic]



National Council on Disability

An independent federal agency making recommendations to the President and Congress to enhance the quality of life for all Americans with disabilities and their families.

MEMORANDUM FOR RECORD

DATE: October 31, 2013
FROM: Sylvia Menifee
Director of Administration
National Council on Disability (NCD)
TO: Nick Rushizky
Contractor, Global Networkers
National Council on Disability (NCD)

SUBJECT: Personal Property Record / Hand Receipt

The purpose of this memorandum is to document and record the transfer of NCD Property as follows:

Item Description:	Quantity	Property Issued To:	Issued By:	Date:	Time:	Location:
NCD Server Key	1	Nick Rushizky	S. Menifee			1331 F. Street NW, Suite 850 Washington, DC 20004

Statement of Responsibility:

I have received the items listed in the memorandum dated October 31, 2013. I accept personal responsibility for the property and will surrender it upon demand, transfer, or separation from the Government. I understand that failure on my part to exercised responsibility for the care and protection of the security items listed could result in liability as established in accordance with NCD/ GSA Personal Property Management Policies and Procedures. I also understand that there are criminal penalties for the unlawful removal or destruction of Federal records [18 U.S.C. 2071].

Further I understand that Global Networkers will be liable in the event that there is any misuse of government property, computer or email tampering, security violations, privacy violations, violations of federal policies and procedures and/or abuse of

(b) (6)

3/08/13
Date:

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/17/2013 3:35:16 PM
Subject: Re: Response?

(b) (6)

Rebecca

Sent from my iPad

On Oct 17, 2013, at 3:21 PM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

Hi Rebecca,

Have you received any correspondence from Sylvia regarding the laptop or even providing you with performance appraisals?

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/11/2013 4:57:12 PM
Subject: RE: Post Employment Ethics Letter

Lisa

Actually it was the former Exec Director, Aaron Bishop who worked with Maurice on the letter. How should I communicate that?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Wednesday, December 11, 2013 3:55 PM
To: Rebecca Cokley
Cc: Robyn Powell
Subject: Re: Post Employment Ethics Letter

(b) (5)

On Wed, Dec 11, 2013 at 2:10 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Lisa,

(b) (5)

Rebecca

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov

Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]

Sent: Wednesday, December 11, 2013 10:40 AM

To: Rebecca Cokley

Subject: Re: Post Employment Ethics Letter

(b) (5)

On Wed, Dec 11, 2013 at 10:19 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:

This is the one where we discussed you connecting with Maurice since he drafted the letter with Aaron for (former employee) (b) (6). She says the letter is not in Lisa's file, however, Aaron says it is.

How should I respond?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]

Sent: Wednesday, December 11, 2013 10:19 AM

To: Rebecca Cokley

Subject: Re: Post Employment Ethics Letter

Didn't you respond to this? Does such a letter exist?

(b) (5)

(b) (5)

On Wed, Dec 11, 2013 at 9:20 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:

How should I respond?

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>

Date: December 11, 2013 at 9:15:35 AM EST

To: Rebecca Cokley <rcokley@ncd.gov>

Cc: Sylvia Jones <sjones@ncd.gov>, Robyn Powell <RPowell@ncd.gov>

Subject: FW: Post Employment Ethics Letter

Rebecca,

This email is to document that on November 21, I sent Robyn Powell an email inquiring if the agency had a post employment ethics letter and the information on how it's administered and/or disseminated to former employees.

Due to Robyn's non-responsiveness I sent her a 2nd request email on Dec 2 and still no response. It has now been 20 days I have not received a response from Robyn Powell.

Sylvia

From: Sylvia Jones
Sent: Monday, December 2, 2013 9:11 AM
To: Robyn Powell
Cc: Sylvia Jones
Subject: RE: Post Employment Ethics Letter (2nd Request)

Hi Robyn,

This is my second request for a response to the email below.

Sylvia

From: Sylvia Jones
Sent: Thursday, November 21, 2013 3:30 PM
To: Robyn Powell
Cc: Sylvia Jones
Subject: Post Employment Ethics Letter

Robyn,

Does NCD have a post employment ethics letter that we give to employees when they depart the agency? If so, please explain how it is administered and/or disseminated to former employees.

Sylvia

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Brad Kliethermes - BCEC](#)
Date: 9/12/2013 12:24:38 PM
Subject: RE: Your assistance

Brad

Prior to going on leave, I will have worked at NCD for 13 bi-weekly pay periods, which is \$73,750 (gross). I will be at 50% telework for 7 bi-weekly pay periods at the end of the year which equals \$19,855 (gross). $\$73,750 + \$19,855 = \$93,605$.

\$93,605 is \$61,375 less than the cap of \$154,980.

With my 79 hours of comp pending at my hourly rate of \$70.68, that equals \$5,583.72. Which still doesn't take me to \$154,980.

So what are my next steps? Do I need to have my boss, the chairperson, write you a list of the specific tasks he approved me working over 4 hours on per pay period, and then you can process this? If so, I can get this to you first thing in the morning.

Please advise.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Wednesday, September 11, 2013 4:04 PM
To: Rebecca Cokley
Cc: David Allen - WPG-C; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

Not working there for the whole year is how you could get more comp time by having the biweekly cap lifted and then as long as your salary and premium pay for the year doesn't go over the cap you are ok.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: (816) 823-3906
Fax: (816) 823-5447

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwnZlaVE6MA>

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intended only for the use of the addressee(s) indicated above. Anyone who receives this e-mail in error should notify the sender by telephone immediately, and destroy the original message and any copies.

On Wed, Sep 11, 2013 at 2:16 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Brad

Would it make a difference that as of the end of the calendar year I wouldn't have worked at NCD for a 26 Bi-weekly salary period? I started back in April.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Wednesday, September 11, 2013 2:27 PM
To: Rebecca Cokley
Cc: David Allen - WPG-C; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

Rebecca,

I left David and Lisa on this in case they have other input that might show you don't fall under this rule or might be able to help in figuring out if the biweekly cap could be lifted in order to allow for the comp time to be fully earned. The below link will take you to the OPM site with the rules on capping premium pay.

<http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/#url=Biweekly-Pay-Caps>

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: [\(816\) 823-3906](tel:(816)823-3906)
Fax: [\(816\) 823-5447](tel:(816)823-5447)

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZlF9OWHZmdUgwbNzlaVE6MA>

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On Wed, Sep 11, 2013 at 11:21 AM, Brad Kliethermes - BCEC <bradley.kliethermes@gsa.gov> wrote:

Basically whoever has the authority in your agency to approve your hours. I have briefly looked at your pay and it looks like with your regular pay you should still be able to earn about 4 hours of comp time in a pay period.

Bradley Kliethermes

Supervisory Accountant Payroll Operations

GSA National Payroll Branch (BCEC)

Financial and Payroll Services Division

Office of the Chief Financial Officer

Phone: [\(816\) 823-3906](tel:(816)823-3906)

Fax: [\(816\) 823-5447](tel:(816)823-5447)

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<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZlF9OWHZmdUgwbnZlaVE6MA>

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On Wed, Sep 11, 2013 at 10:39 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Brad

What would that need to look like? Should it come from the head of the agency (the chair)?

Rebecca

Sent from my iPhone

On Sep 11, 2013, at 11:33 AM, "Brad Kliethermes - BCEC" <bradley.kliethermes@gsa.gov> wrote:

We are able to process the timecards in the interim if needed. An email with proper certification is all that would be required for us to do the input.

Bradley Kliethermes

Supervisory Accountant Payroll Operations

GSA National Payroll Branch (BCEC)

Financial and Payroll Services Division

Office of the Chief Financial Officer

Phone: [\(816\) 823-3906](tel:(816)823-3906)

Fax: [\(816\) 823-5447](tel:(816)823-5447)

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZlF9OWHZmdUgwbnZlaVE6MA>

FOR OFFICIAL USE ONLY --- The information contained in this e-mail is privileged and confidential and is intended only for the use of the addressee(s) indicated above. Anyone who receives this e-mail in error should notify the sender by telephone immediately, and destroy the original message and any copies.

On Wed, Sep 11, 2013 at 10:29 AM, David Allen - WPG-C <david.allen@gsa.gov> wrote:
Mr. Kliethermes,

I want to first thank you for agreeing to assist us in getting Ms. Cokley's comp time properly credited to her account.

We are unsure whether Ms. Menifee will certify that time once Ms. Cokely claims in on her time card.

I am asking you to confirm that you can approve and have input the use of that comp time, in accordance with all appropriate regulations, should Ms. Menifee decline to appropriately process it.

Management is addressing the issue of certifying an alternate timekeeper within the agency so that your continued involvement will not be necessary.



--

Dave Allen
Employee Relations Specialist
301 7th Street SW
Room 1619
Washington, DC 20407

David.Allen@GSA.gov

[202-690-9475](tel:202-690-9475)

FAX [202-205-2546](tel:202-205-2546) (Please call or email if faxing so that I can retrieve it)

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3222/6155 - Release Date: 09/11/13

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3222/6156 - Release Date: 09/11/13

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3222/6156 - Release Date: 09/11/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/31/2013 10:48:26 AM
Subject: additional text

Lisa

(b) (5)

Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Jeff Rosen](#)
Date: 10/18/2013 1:21:56 PM
Subject: Re: Contracting for Financial Assistance

ok i will call them today.

Sent from my iPad

On Oct 18, 2013, at 1:04 PM, "Jeff Rosen" <jrosen@ncd.gov> wrote:

Rebecca -

Could you call Melanie and Elaina to get this up to speed?

Their contact information is provided below.

Thanks.

-Jeff

From: Jeff Rosen
Sent: Friday, October 18, 2013 9:45 AM
To: melanie.lewis@gsa.gov; elaina.walker@gsa.gov
Cc: Gary Blumenthal; Gary Blumenthal; Rebecca Cokley; Anthony E Speights - CPW
Subject: FW: Contracting for Financial Assistance

Melanie and Elaina -

We appreciate your support in NCD acquiring a temporary financial assistance person. The scope of the temp's duties would track precisely the NCD advertised Financial Analyst position:
<https://www.usajobs.gov/GetJob/PrintPreview/346638900>

This would be a temporary procurement of this service until we hire someone for that position, which is expected to occur in January or February of 2014.

I would veery much apopreciate if you could initiate the procurement based on the linked job announcement. Due to NCD's extremely limited resources at this time, we would appreciate it if youi could quickly pull a statement of work based on that information. I'm happy to help provide any other details.

This is a very high priority for us and we need someone ASAP.

Thanks.

-Jeff

From: Tom Hodnett - CB <tom.hodnett@gsa.gov>
Sent: Friday, October 18, 2013 9:07 AM
To: Jeff Rosen
Cc: Scott Royster - BCED; Matt Conrad - CB; Gary Blumenthal; scott.royster@gsa.gov; Rebecca Cokley; Lesly Wilson - LG; Melanie Lewis - WPGQ; Elaina Walker - WPGQB

Subject: NCD: Contracting for Financial Assistance

Mr Rosen,

Either Melanie Lewis or Elaina Walker should be able to coordinate the procurement assistance that you need. I have included them on this email so they can see the description of your requirement in Scott's email. You will need to have someone prepare a statement of work and then work with Ms Lewis or Ms Walker's staff to coordinate the action. The contact information for Ms Lewis and Ms Walker is below.

**Lewis, Melanie (WPGQ) Supervisory
Contract Specialist**
melanie.lewis@gsa.gov

Phone: (202) 708-6679
Fax: (202) 692-3143
Cell: (202) (b) (6) 7008
Blackberry Pin: 324CBDFC
**Acquisition Management
Division
301 7th St SW Room:
WASHINGTON DC
20407-0001**

**Walker, Elaina (WPGQB) Supervisory
Contract Specialist**
elaina.walker@gsa.gov

Phone: (202) 260-4388
Cell: (202) (b) (6)
Blackberry Pin: 30E5BA64
**Contracts Operations
Branch
301 7th St SW Room: 7719
WASHINGTON DC 20407-0001**

Please contact me if I can be of further assistance.

**Tom
Director
Agency Liaison Division
General Services Administration**
(202) 205-2900
(202) (b) (6) (cell)
(202) 219-1391 (fax)
tom.hodnett@gsa.gov

On Fri, Oct 18, 2013 at 8:12 AM, Jeff Rosen <jrosen@ncd.gov> wrote:

Thanks Scott.

As for procurement services, we would like to separately contract with GSA to obtain that support from them.

I look to Tom's reply soon.

-Jeff

From: Scott Royster - BCED <ronald.royster@gsa.gov>

Sent: Friday, October 18, 2013 8:08 AM

To: Tom Hodnett - CB; Matt Conrad - CB

Cc: Jeff Rosen; Gary Blumenthal; David Allen - WPG-C; Lisa Brown-Gilmore - CPWA; scott.royster@gsa.gov; Rebecca Cokley; Vickie Jones; Michael Swanchara - BC; Marisa Quinlivan; Julianne White; Michele R. Nokes; Lesly Wilson - LG

Subject: Re: Help from GSA for NCD

Tom,

National Council on Disability is in need of some temporary contractor support to help them in the procurement/financial arena. Can you please put Jeff in contact with the person who can help them contract for a support person quickly. They may also need some guidance on what financial/procurement functions a contractor can assist with from a responsibility stand point.

Thanks!
Scott

R. Scott Royster
Chief, External Services Branch (BCED)
Financial and Payroll Services Division (BCE)
Office of the Chief Financial Officer
General Services Administration
Phone [816-926-5072](tel:816-926-5072)
Cell [\(b\) \(6\)](tel:816-(b)(6))
scott.royster@gsa.gov or ronald.royster@gsa.gov

On Thu, Oct 17, 2013 at 7:44 PM, Jeff Rosen <jrosen@ncd.gov> wrote:

Hi Scott -

Checking about GSA's offer to help NCD acquire a temp financial person. Could someone contact me about this soon?

Appreciate it.

-Jeff

From: Jeff Rosen

Sent: Friday, September 27, 2013 4:18 PM

To: Scott Royster - BCED

Cc: Gary Blumenthal; David Allen - WPG-C; Lisa Brown-Gilmore - CPWA; scott.royster@gsa.gov; Rebecca Cokley; Vickie Jones; Michael Swanchara - BC; Marisa Quinlivan; Julianne White; Michele R. Nokes

Subject: RE: Help from GSA for NCD

As a last note, it is urgent that NCD receives procurement and temp support. Thank you for helping us make it happen asap.

-Jeff

From: Jeff Rosen

Sent: Thursday, September 26, 2013 9:01 PM

To: Scott Royster - BCED

Cc: Gary Blumenthal; David Allen - WPG-C; Lisa Brown-Gilmore - CPWA; scott.royster@gsa.gov; Rebecca Cokley; Vickie Jones; Michael Swanchara - BC; Marisa Quinlivan; Julianne White; Michele R. Nokes

Subject: RE: Help from GSA for NCD

Thanks Scott.

NCD does not have a designated procurement/contracting officer. GSA legal provided an opinion that I have the authority to enter into contracts as the agency head and that I also have the authority to delegate it, which I have to Gary in my stead if necessary. Gary and I are handling the procurement decisions, approving expenditures and signing obligating documents.

Rebecca as the agency ED is in the process of receiving training to become the agency procurement/contracting officer. We have contacted GSA to receive an estimate to provide us with procurement support and we would appreciate your help in putting into place an agreement with GSA for that service.

It is our intent to keep Sylvia performing the full scope of her responsibilities. She would keep track of the funding being obligated. However she has refused on a number of occasions to assist with preparing the appropriate documents. She also has other conduct issues which GSA HR is assisting us with. In light of the ongoing issues with her and the possibility she will be unavailable for a variety of reasons, we would like to have a temporary staff person as a back up. You've indicated before that you could help us procure someone, we would like that person onboard asap. This temp would help ensure that NCD has timely financial document preparation and obligation reporting in the event Sylvia becomes unavailable for any significant period of time.

GSA's role would be to establish controls around the process, advise us about the proper procedures, keep us informed about our financial status and assist with various questions as you have done recently. This role would be temporary until NCD fills the two financial positions who are then trained by GSA.

Appreciate it.

-Jeff

From: Scott Royster - BCED <ronald.royster@gsa.gov>

Sent: Thursday, September 26, 2013 5:41 PM

To: Jeff Rosen

Cc: Gary Blumenthal; David Allen - WPG-C; Lisa Brown-Gilmore - CPWA; scott.royster@gsa.gov; Rebecca Cokley; Vickie Jones; Michael Swanchara - BC; Marisa Quinlivan; Julianne White; Michele R. Nokes

Subject: Re: Help from GSA for NCD

Jeff, Gary,

I think all of these things fall within the scope of your current interagency agreements with GSA. My office can clearly help you in monitoring your FY13 and FY14 funding and the status of financial actions. We can also serve as a resource to help you in clarifying financial policy and/or direct you to the authoritative source.

As you stated below, NCD will have to maintain the responsibility for operating and procurement decisions, approving expenditures, signing obligating documents, etc. We can help you track and maintain your current financial position, as long as we know what funding is being obligated. You will need someone who can continue to prepare documents for the agency. We can provide the training and assistance necessary for coding the documents appropriately. We can also help you establish a method of tracking approved obligations and monitoring those against your budget.

For procurement activities (not show who your procurement/contracting officer is today), we can work with other GSA offices to help you through procurement activities. We have some offices that can do procurement work and/or provide you with the appropriate procurement policies that must be followed.

My office can not do the procurements on your behalf as we do not have a contracting officer/procurement specialist in place.

Is your intent to remove Sylvia from the process or just to establish controls around the process and advise on the correct procedures that need to be followed? If you are going to remove her from the process, they you may want to get a temporary staff person who can process documents. We can assist you in providing oversight and direction, but you will need an on-site person who can keep things moving along.

The other emails today are perfect examples of how we can provide assistance to ensure the proper rules are being followed. Is this what you had in mind until you can hire a permanent resource and get them trained?

Scott

R. Scott Royster
Chief, External Services Branch (BCED)
Financial and Payroll Services Division (BCE)
Office of the Chief Financial Officer
General Services Administration
Phone [816-926-5072](tel:816-926-5072)
Cell [\(b\) \(6\)](tel:816-(b)(6))
scott.royster@gsa.gov or ronald.royster@gsa.gov

On Tue, Sep 24, 2013 at 8:31 PM, Jeff Rosen <jrosen@ncd.gov> wrote:

Gary -

Thanks for following up with GSA on this.

Scott, where we are is that Sylvia Meniffee, NCD's Director of Administration told us last July that we would have approximately \$45K excess funds to reallocate. Her guidance was to wait until about September 16th to get a new status of funds to more accurately reallocate. At that time she advised us we now had about \$200K of excess funds. She then virtually disappeared and was not cooperative with NCD managers in attempting to timely reallocate the excess funds. She has continually obstructed NCD financial operations, saying bad or illegal contract or process abd refusing to do anything more.

To ensure that NCD is not placed in this position again, NCD has voted to realign the 2 financial positions under her - Financial Analyst and Administrative Specialist to report directly to the Executive Director while providing the Director of Administration support for her duties. This realignment will provide additional safeguards and oversight. We expect to fill those positions in the late Fall or early Winter when the ED returns from maternity leave.

What we need is temporary support to help us bridge the gap from now until when we hire and train the new personnel. We would be pleased if that additional temporary support came from GSA, they have provided us with excellent HR support. However, it is very important that the support be very responsive as GSA HR has been. If you or your colleagues at GSA can do that for us, that's great we wont need a temp. If its not possible to get "in time" support from GSA, maybe we should consider hiring a temp and your help in obtaining one if we go that route would be appreciated. Again we prefer to go with GSA if possible. We understand that in any event, the operating and procurement decisions must be made by the heads of the agency, that's not an issue for us. We just need good advice about

what to do and how to do it.

I've started below a list of the financial related tasks and functions we need support on:

- Helping us determine exactly how much funds we have remaining in FY '13;
- Helping us determine whether we can obligate remaining FY'13 funds;
- Provide a resource for our financial management related questions;
- Reviewing the status of funds at the outset of '14 and advising about NCD's financial positions and management;
- Identifying appropriate procurement vehicles for NCD obligations; and
- Identifying appropriate financial and other operational management tasks that the Director of Administration must perform to ensure NCD is financially sound and is able to accomplish all of its financial and operational needs.

Gary might have other items to add to the above.

Once we have a temporary financial support person in place, we will provide specific tasks that the person will be asked to assist us and avail ourselves to that resource on an ongoing basis as issue arise in managing the Director of Administration.

Thanks.

-Jeff

From: Gary Blumenthal <garyblumenthal@addp.org>
Sent: Tuesday, September 24, 2013 4:05 PM
To: Jeff Rosen; David Allen - WPG-C; Lisa Brown-Gilmore - CPWA
Cc: scott.royster@gsa.gov
Subject: Help from GSA for NCD

Jeff,

I have spoken with Scott Royster at GSA Kansas City. GSA is willing to assist us, however we need to explain and list in detail the functions we want them to perform. They are also willing to train any additional personnel we bring on, such as the financial analyst and they will help us procure a temp if we choose that route, however they need us to understand the limitations of what a temp may perform. Some duties cannot be given to a contractor or temp, however if we vest those duties in the executive director we may be able to proceed. I have discussed procurements, timekeeping and contractual problems we are having with the incumbent.

Can you or David or Lisa assist me in how we should respond to Scott's kind offer of assistance?

Thank you.

Gary

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/17/2013 1:05:06 PM
Subject: Fwd: Return to work

Lisa

(b) (5)

Rebecca

Sent from my iPad

Begin forwarded message:

From: Nick Rushizky <nrushizky.cntr@ncd.gov>
Date: October 17, 2013, 1:03:59 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Subject: RE: Return to work

Rebecca - just got off the phone with William. Very glad that there's a workaround so I can provide NCD with support.

One thing for tomorrow that I will need help with - the key that I had kept in my office for the server cabinet was not there this morning when I was (briefly) in. I need to have that key so I can get into the cabinet when I need to. I usually tuck it away well out of sight when I'm not using it, but for the shutdown I had left it in the lock for Sylvia to use.

Thanks for today. I'm looking forward to working directly for you.

Nick

-----Original Message-----

From: Rebecca Cokley
Sent: Wednesday, October 16, 2013 11:54 PM
To: NCD-Staff
Cc: Jeff Rosen
Subject: Return to work

Dear Staff,

I apologize for the lateness of this message, as I was waiting for final word. As per the announcement from the OMB Director this evening, NCD staff should expect to be back at work tomorrow (Thursday) or your next regularly scheduled work day. I know not all staff have access to email from home, so directors, please touch base with your teams in the morning to ensure that all staff are informed.

Rebecca Cokley

Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/2/2013 2:45:24 PM
Subject: Re: Julie's Leave Nov. 25 - 29

She's out indefinitely. She's worked maybe 1 day a month, but that's it.

Sent from my iPad

On Dec 2, 2013, at 1:44 PM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

Rebecca, is Julie out sporadically? She can submit her OPM 71 (not SF-71) upon her return to the office, especially when she calls in. I will call you shortly.

On Mon, Dec 2, 2013 at 11:33 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
More stuff I need your help on....

Sent from my iPad

Begin forwarded message:

From: Julie Carroll <JCarroll@ncd.gov>
Date: December 2, 2013, 11:27:59 AM EST
To: Sylvia Jones <sjones@ncd.gov>, Robyn Powell <RPowell@ncd.gov>
Cc: DrGerrie Hawkins <DHawkins@ncd.gov>, Rebecca Cokley <rcokley@ncd.gov>
Subject: RE: Julie's Leave Nov. 25 - 29

The leave was requested by my doctor on the appropriate form on September 23 and was to be indefinite.

Julie

-----Original Message-----

From: Sylvia Jones
Sent: Monday, December 02, 2013 11:24 AM
To: Robyn Powell
Cc: Julie Carroll; DrGerrie Hawkins; Rebecca Cokley; Sylvia Jones
Subject: FW: Julie's Leave Nov. 25 - 29

Robyn,

As you are aware "leave must be requested and documented in advance on the SF-71 form. The SF-71 form is not submitted after leave is taken on a weekly or bi-weekly basis as Julie is doing.

The NCD Administrative Policy and Procedures Manual states - Prior to subtracting any hours of leave from an entitlement to FMLA or placing an employee on FMLA leave, the supervisor must confirm that action with the employee. Supervisory confirmation of FMLA leave appears on the SF-71 notice. Julie invoked her entitlement to FMLA on September 23, 2013. Shortly thereafter Gerrie consulted with HR and approved.

However, I do not recall receiving an SF-71 to cover the 12 week period as required and requested.

The manual also states "in an emergency situation...notice by a spouse of other responsible person suffices until the employee can contact the supervisor and complete an SF-71."

Prior to Joan departing on FMLA for maternity leave she submitted an SF-71 for the entire duration of time she would be out to include maternity leave. Please forward an SF-71 to cover the entire duration of Julie's FMLA immediately.

Sylvia

From: Robyn Powell
Sent: Sunday, December 1, 2013 7:47 PM
To: Julie Carroll; DrGerrie Hawkins
Cc: Rebecca Cokley; Sylvia Jones
Subject: RE: Julie's Leave Nov. 25 - 29

Thanks! Sylvia, the approved leave slips are attached.

From: Julie Carroll [<mailto:j7carroll@verizon.net>]
Sent: Sunday, December 01, 2013 2:15 PM
To: Robyn Powell; DrGerrie Hawkins
Cc: Rebecca Cokley; Sylvia Jones
Subject: Julie's Leave Nov. 25 - 29

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/18/2013 11:52:24 AM
Subject: RE: FW: Suspension SF-52 - (b) (6)

Then would Jeff's go where mine is?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Wednesday, December 18, 2013 10:46 AM
To: Rebecca Cokley
Subject: Re: FW: Suspension SF-52 - (b) (6)

was it prepared electronically? we can use as a sample just filling in Sylvia's information where (b) (6) info is. Also your name will go where Sylvia's name is.

On Wed, Dec 18, 2013 at 10:11 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Here is the one we used for (b) (6)

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Wednesday, November 13, 2013 12:31 PM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: Suspension SF-52 - (b) (6)

Rebecca,

The subject SF-52 is attached for review and signature.

Sylvia

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3222/6332 - Release Date: 11/13/13

--

Lisa Gilmore

Human Resources Specialist (Employee Relations)

Washington Area Operations Center

Employee Relations Branch-CPWA

301 7th Street, S.W., Room 1022

Washington, DC 20407

202-205-4929 Desk

202-(b) (6) Mobile Phone

202-708-5377 fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2247 / Virus Database: 3658/6430 - Release Date: 12/18/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/17/2013 7:02:06 PM
Subject: Fwd: Hiring Process for (b) (6)

For your records.

Sent from my iPhone

Begin forwarded message:

From: Anne Sommers <ASommers@ncd.gov>
Date: December 17, 2013 at 5:37:25 PM EST
To: Rebecca Cokley <rcokley@ncd.gov>
Subject: RE: Hiring Process for (b) (6)

Dear Rebecca:

(b) (5)

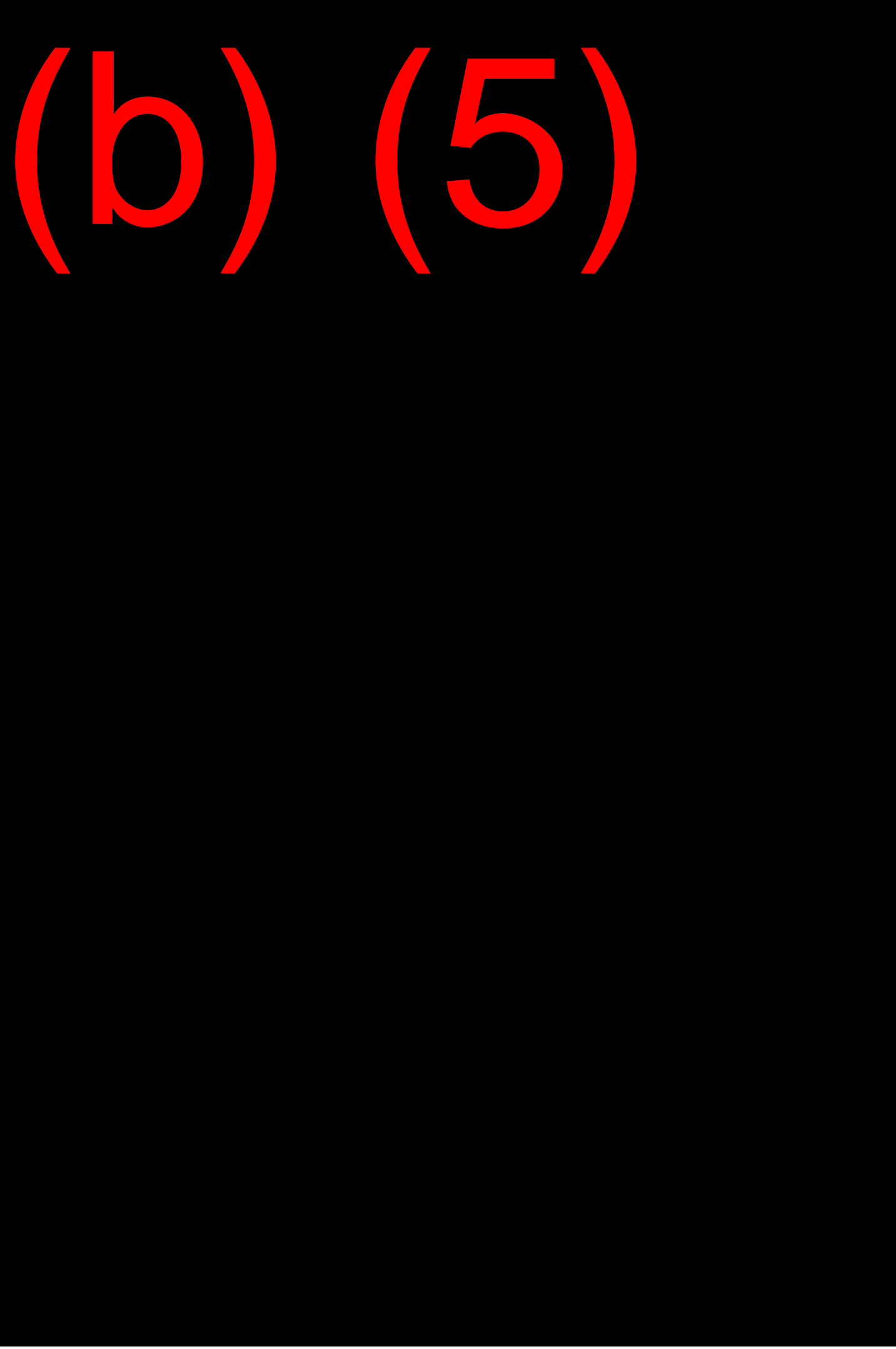
Respectfully,
Anne Sommers

Summary of communication between Anne Sommers and Sylvia Jones regarding the hiring of the Legislative Affairs Specialist

(all dates referenced are in 2013)

(b) (5)


(b) (5)



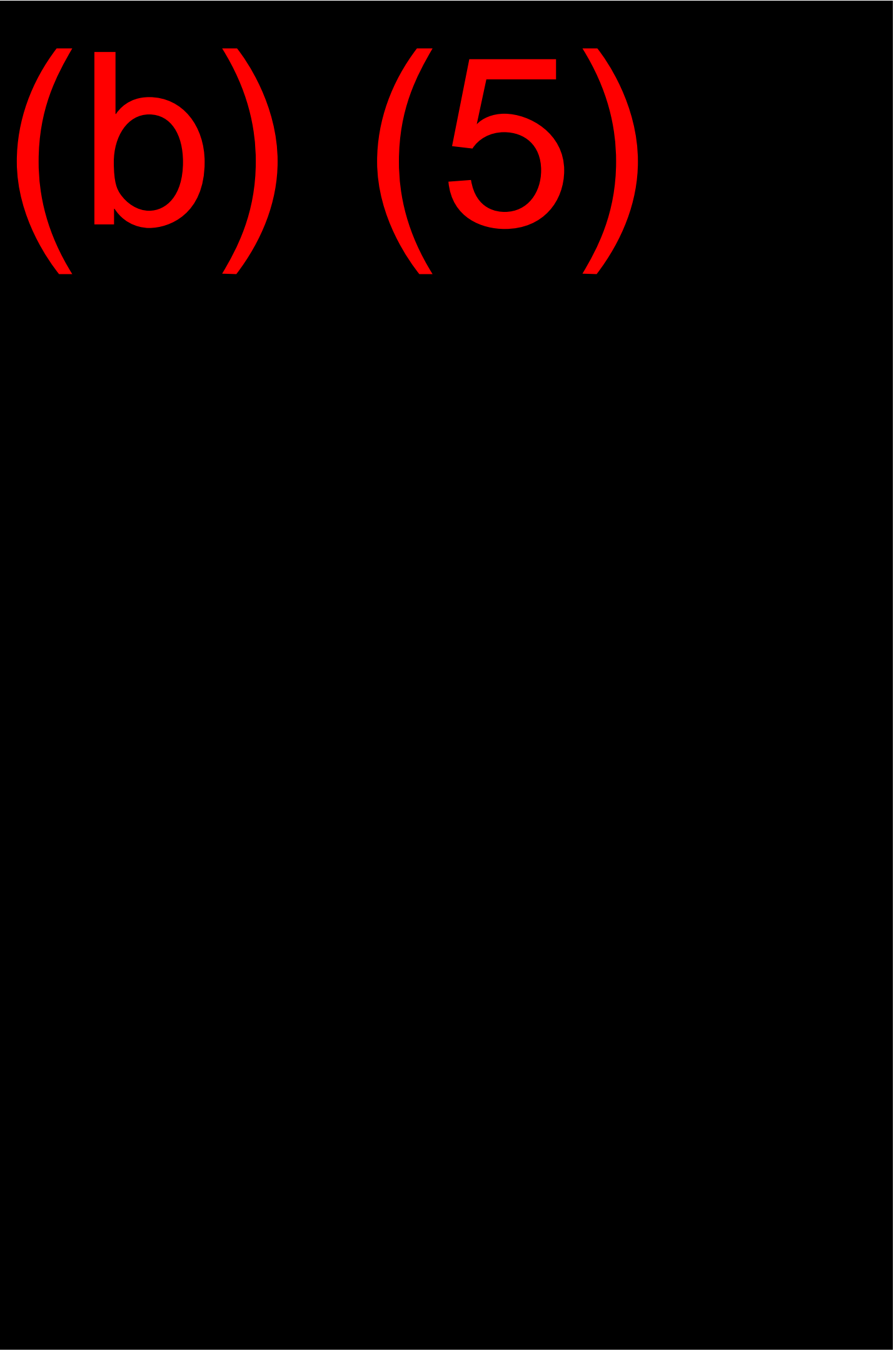
(b) (5)

(b) (5)

(b) (5)



(b) (5)



(b) (5)

(b) (5)

From: Rebecca Cokley
Sent: Thursday, December 05, 2013 2:33 PM
To: Lisa Brown-Gilmore - CPWA (lisa.gilmore@gsa.gov)
Cc: Anne Sommers
Subject: FW: Hiring Process for (b) (6)

FYI

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice

202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Thursday, December 05, 2013 2:31 PM
To: Rebecca Cokley
Cc: Anne Sommers; Sylvia Jones
Subject: RE: Hiring Process for (b) (6)

Rebecca,

Your direct order is unclear and it appears that you based this direct order solely on input from Anne Sommers, an apparent physically disabled Caucasian female. However, you neglected to get input from me, and a non-apparent physically disabled black female to find out what was actually going on.

I'm sure Anne Sommers neglected to inform you that she stalled the process and it's her duty as the hiring official to contact (b) (6) and update him on the process.

On a daily basis I am unlawfully forced and threatened to cater to the needs of the white physically disabled staff and at the same time I am overlooked and continuously disrespected which you are aware of, participate in and refused as the Executive Director of the National Council on Disability to take no action to correct. There are two sides to every story and my input is never requested or included. It's obvious that you spoke with Anne Sommers but you never inquired with me on the status which is a clear act of discrimination.

The direct order should be issued to Anne Sommers to follow correct policies and procedures.

Please provide clarification...

Sylvia

From: Rebecca Cokley
Sent: Thursday, December 5, 2013 2:01 PM
To: Sylvia Jones
Subject: Hiring Process for (b) (6)

Mrs. Jones,

I'm directing you to make the completion of the hiring process of (b) (6) a top priority. Please connect with Ms. Sommers and call (b) (6) by COB today outlining the process going forward. If we need to make adjustments to his start date because of the process, then please do so.

Thank you.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/16/2013 9:52:08 AM
Subject: Fwd: NCD Financial Systems Walkthrough

FYI

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: December 16, 2013 at 8:45:36 AM EST
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Victor Ahuchogu <Victor.Ahuchogu@RegisCPA.com>, Claude Etinoff <Claude.Etinoff@RegisCPA.com>, Peter Regis <Peter.Regis@RegisCPA.com>, Thomas Clark - CB <thomas.clark@gsa.gov>, Sylvia Jones <sjones@ncd.gov>
Subject: RE: NCD Financial Systems Walkthrough

Rebecca,

It appears that you are once again forcing me to perform your duties as Executive Director, which in itself is an internal control issue. You state that "the walk through of NCD's Internal Controls and Financial Systems is an important part of your position as the Director of Administration." However, the November 20 internal control meeting was an important part of my job as Director of Administration but that did not prevent NCD management from excluding me from this private meeting or removing me as the audit point of contact.

I will follow your directive and meet, however for the record financial systems is not a part of my official duties. These are the duties of the Financial Analyst which reports directly to you.

Please be advised that I have an 10:00 meeting and will not be able to meet with auditors until after 1pm. Also, you sending me a directive with the auditor's attached (who are non-government employees) included is very inappropriate and I will be reporting this act of inappropriate conduct to authorities.

Sylvia

From: Rebecca Cokley
Sent: Monday, December 16, 2013 7:53 AM
To: Sylvia Jones
Cc: Victor Ahuchogu; Claude Etinoff; Peter Regis; Sylvia Jones; Thomas Clark - CB
Subject: Re: NCD Financial Systems Walkthrough

Sylvia,

The walk through of NCD's Internal Controls and Financial Systems is an important part of your position as the Director of Administration. As your supervisor, I am directing you to meet with the

Auditors today (December 16, 2013), as requested.

Rebecca

On Dec 16, 2013, at 6:56 AM, "Sylvia Jones" <sjones@ncd.gov> wrote:

Good Morning Victor,

The Executive Director, Rebecca Cokley manage and supervise the NCD Financial System and is the audit point of contact, therefore the proper meeting request should have been submitted to her. During our conversation on Friday, December 13 I inquired if you had sent a request to Rebecca Cokley and you stated "no, but admitted that you had met with two staff members; a part-time contractor serving as financial analyst who has been with the agency less than 30-days and Chris Michels." You were unable to obtain information from these individuals therefore per your statement the "Council stated I was no longer off limits."

Please note that Chris Michels is not an NCD staff member and has not been under a service contract since September 30, 2013. However, he is the developer and expert of the NCD Financial Database. Based on my conversation with you and Claude, it appears that Mr. Michels may have provided misleading information to you which I assume is the reason you reached out to me for assistance. Had Mr. Michels provided you the assistance you requested, as the Director of Administration I would not have been made aware of another private meeting with Auditor's. It is noted for the record that Auditor's took time to meet with non-essential personnel and continue to exclude me as the Director of Administration which is troubling.

On December 2, 2013 I was made aware that NCD management and Auditors had a private meeting on November 20 and excluded me as the Director of Administration and during this meeting, Auditor's were advised to cease contact with me. However , per our conversation on Friday, I was advised that "NCD Council now states that I am no longer off limits" which is very suspect.

I have been excluded from key audit meetings discussing internal control issues and without notice I was removed as the audit point of contact with auditor's being told to cease contact with me. In addition, critical information regarding the audit has been intentionally withheld from me due to my protected disclosures as a whistleblower.

The audit is supposed to be direct, above board and controlled by Auditor's. Agency officials should have no authority to dictate the process which frustrates the integrity of the audit.

Please be advised that due to the nature of this audit, I reported irregularities and deficiencies in this process to GAO Fraudnet. Therefore due to the lack of integrity, transparency, the agency's ability to control and dictate the audit process, and my protected disclosures I am unable to meet with you.

Claude - I still have not received the minutes from the November 20 meeting you stated you would send on Friday.

Thank you,
Sylvia

From: Victor Ahuchogu <Victor.Ahuchogu@RegisCPA.com>

Sent: Friday, December 13, 2013 3:38 PM

To: Sylvia Jones
Cc: Rebecca Cokley; Claude Etinoff; Peter Regis
Subject: NCD Financial Systems Walkthrough

Hello Sylvia,

We are conducting a process walkthrough of NCD's Internal Controls and Financial Systems, pursuant to the FY 2013 Financial Statements audit. Please confirm if you will be available to meet with us on Monday, December 16, 2013, at 11:00AM at NCD's headquarters office.

Thank you,

Victor Ahuchogu, CPA
Regis & Associates, PC
1400 Eye Street, NW
Washington, DC 20005
victor.ahuchogu@regiscpa.com
(202) 296-7101 (Tel) ext. 232
(202) 296-7284 (Fax)

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/11/2013 10:20:10 AM
Subject: Fwd: Post Employment Ethics Letter

How should I respond?

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: December 11, 2013 at 9:15:35 AM EST
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>, Robyn Powell <RPowell@ncd.gov>
Subject: FW: Post Employment Ethics Letter

Rebecca,

This email is to document that on November 21, I sent Robyn Powell an email inquiring if the agency had a post employment ethics letter and the information on how it's administered and/or disseminated to former employees.

Due to Robyn's non-responsiveness I sent her a 2nd request email on Dec 2 and still no response. It has now been 20 days I have not received a response from Robyn Powell.

Sylvia

From: Sylvia Jones
Sent: Monday, December 2, 2013 9:11 AM
To: Robyn Powell
Cc: Sylvia Jones
Subject: RE: Post Employment Ethics Letter (2nd Request)

Hi Robyn,

This is my second request for a response to the email below.

Sylvia

From: Sylvia Jones
Sent: Thursday, November 21, 2013 3:30 PM
To: Robyn Powell
Cc: Sylvia Jones
Subject: Post Employment Ethics Letter

Robyn,

Does NCD have a post employment ethics letter that we give to employees when they depart the agency? If so, please explain how it is administered and/or disseminated to former employees.

Sylvia

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Anthony E Speights - CPW](#)
Date: 12/10/2013 11:30:32 AM
Subject: Re: Anne Sommers timeline

(b) (5)

On Dec 10, 2013, at 8:09 AM, "Anthony E Speights - CPW" <anthony.speights@gsa.gov> wrote:

(b) (5)

(b) (5)

Rebecca

Sent from my iPhone

On Nov 27, 2013, at 12:18 PM, "Anthony E Speights - CPW" <anthony.speights@gsa.gov> wrote:

Hi Rebecca,

We will need the signed SF-52s to initiate the action. Thanks

On Wed, Nov 27, 2013 at 11:16 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Anthony

Do you have an update for me? Do you need me to pull together additional documentation to justify the generating of SF-50s to document Ms. Sommers tenure in the acting Director of Legislation and Outreach role?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax

Rcokley@ncd.gov

Website: <http://www.ncd.gov>

-----Original Message-----

From: Rebecca Cokley

Sent: Friday, November 15, 2013 8:49 AM

To: Anthony Speights - CPWD

Cc: Lisa Brown-Gilmore - CPWA

Subject: Anne Sommers timeline

Anthony

See attached. Please call me if you have any questions or would like additional supporting documentation. My cell is [202-\(b\) \(6\)](tel:202-246-1000)

Rebecca

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3629/6358 - Release Date: 11/22/13

--

Anthony E. Speights

Human Resources Specialist

General Services Administration

Office of the Chief People Officer

Presidential Commissions and Boards

301 7th Street SW

Washington DC 20407

Office: [\(202\) 708-0090](tel:202-708-0090)

Mobile: [\(202\) \(b\) \(6\)](tel:202-246-1000)

Fax: [\(202\) 708-5377](tel:202-708-5377)

anthony.speights@gsa.gov

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3629/6358 - Release Date: 11/22/13

--

Anthony E. Speights

Human Resources Specialist

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Sylvia Jones](#)
Date: 9/26/2013 12:01:04 PM
Subject: directive

Sylvia

This is a direct order, failure to follow these orders can result in disciplinary action up to and including removal from the federal service.

Order 1: You are to follow the instructions and orders of Mr. Jeff Rosen, your second level supervisor

Order 2: You are to process the travel vouchers of (b) (6) by COB 09/26/13 or provide in writing to Mr. Rosen a legal reason why these vouchers cannot be processed. Failure to follow agency guidelines for submission is not a legal reason why the vouchers cannot be paid.

Rebecca

Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Brad Kliethermes - BCEC](#)
Date: 9/18/2013 4:54:44 PM
Subject: RE: Your assistance

Are the timecards different than the comp sheets?

I'll get a letter signed off by the Chair. Does the letter need to be project specific or general?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [<mailto:bradley.kliethermes@gsa.gov>]
Sent: Wednesday, September 18, 2013 4:53 PM
To: Rebecca Cokley
Cc: David Allen - WPG-C; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

Rebecca,

We would just need the timecards that need to be processed so we can load them for you. As I mentioned before though without some kind of letter signed off by someone at the agency to lift the biweekly pay cap your comp time would be cut back.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: (816) 823-3906
Fax: (816) 823-5447

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA>

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On Mon, Sep 16, 2013 at 12:48 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Brad

I'm growing in concern since next Thursday is my last day scheduled in the office. Do we have an update as to

what you need from me (and/or my supervisor, the Chair) to process my comp time?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Rebecca Cokley
Sent: Thursday, September 12, 2013 12:25 PM
To: 'Brad Kliethermes - BCEC'

Cc: David Allen - WPG-C; Lisa Brown-Gilmore - CPWA
Subject: RE: Your assistance

Brad



So what are my next steps? Do I need to have my boss, the chairperson, write you a list of the specific tasks he approved me working over 4 hours on per pay period, and then you can process this? If so, I can get this to you first thing in the morning.

Please advise.

Rebecca Cokley
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[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [<mailto:bradley.kliethermes@gsa.gov>]
Sent: Wednesday, September 11, 2013 4:04 PM

To: Rebecca Cokley
Cc: David Allen - WPG-C; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

Not working there for the whole year is how you could get more comp time by having the biweekly cap lifted and then as long as your salary and premium pay for the year doesn't go over the cap you are ok.

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Brad

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Rebecca

Sent from my iPhone

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Bradley Kliethermes

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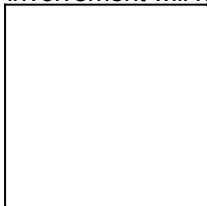
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We are unsure whether Ms. Menifee will certify that time once Ms. Cokely claims in on her time card.

I am asking you to confirm that you can approve and have input the use of that comp time, in accordance with all appropriate regulations, should Ms. Menifee decline to appropriately process it.

Management is addressing the issue of certifying an alternate timekeeper within the agency so that your continued involvement will not be necessary.



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Employee Relations Specialist
301 7th Street SW
Room 1619
Washington, DC 20407

David.Allen@GSA.gov

[202-690-9475](tel:202-690-9475)

FAX [202-205-2546](tel:202-205-2546) (Please call or email if faxing so that I can retrieve it)

No virus found in this message.

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Version: 2012.0.2242 / Virus Database: 3222/6155 - Release Date: 09/11/13

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From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [David Allen - WPG-C](#)
[Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 9/12/2013 2:01:50 PM
Subject: FW: Julie's telework plan

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Meniffee
Sent: Thursday, September 12, 2013 2:01 PM
To: Rebecca Cokley
Cc: Sylvia Meniffee; DrGerrie Hawkins
Subject: RE: Julie's telework plan

Rebecca,

Please provide me with information source and/or federal regulation for which you state you researched the issue in order to make your determination.

Sylvia

From: Rebecca Cokley
Sent: Wednesday, September 11, 2013 9:52 AM
To: Sylvia Meniffee
Cc: Julie Carroll; Joan Durocher; Lynnae Ruttledge
Subject: Julie's telework plan

Sylvia

I have researched this issue and there is no prohibition in having a flexible telework arrangement with different types of telework. The acting Director of Policy has signed off.

Please process the agreement by COB 9/12/13 or provide me with specific reasons why it cannot be legally processed.

Rebecca Cokley
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1331 F Street NW, Suite 850
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Rcokley@ncd.gov
Website: <http://www.ncd.gov>

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3222/6159 - Release Date: 09/12/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Brad Kliethermes - BCEC](#)
Date: 9/12/2013 9:57:52 AM
Subject: RE: Your assistance

Brad

And will it matter that as of November I will be ½ time and be teleworking?

Rebecca Cokley
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Cc: David Allen - WPG-C; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

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From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Brad Kliethermes - BCEC](#)
Date: 9/11/2013 3:16:40 PM
Subject: RE: Your assistance

Brad

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Version: 2012.0.2242 / Virus Database: 3222/6156 - Release Date: 09/11/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Jeff Rosen](#)
Date: 10/22/2013 1:06:34 PM
Subject: Re: Input: NCD Organizational Needs Action Plan

(b) (5)

Sent from my iPad

On Oct 22, 2013, at 1:03 PM, "Jeff Rosen" <jrosen@ncd.gov> wrote:

> Thanks Kamilah.

>

> I will try calling Clyde and Stephanie to see if theyre available after 3 pm today.

>

> Rebecca and Lisa, please let me know your availability today.

>

> -Jeff

>

> From: Kamilah Martin-Proctor

> Sent: Tuesday, October 22, 2013 12:59 PM

> To: Jeff Rosen; Gary Blumenthal; Lynnae Rutledge; Stephanie Orlando; Clyde Terry; Gary Blumenthal

> Cc: Rebecca Cokley; Lisa Brown-Gilmore - CPWA

> Subject: RE: Input: NCD Organizational Needs Action Plan

>

> Hi jeff I am sorry you were not able to reach me - I have children so I tend to have my cell phone on at all times but technology can be a mess - if we can settle on a day and time I will make my self available. 202-(b) (6) Cell

>

>

> Kamilah O. Martin-Proctor

> Co-Vice Chair / Council Member

> National Council on Disability

> 1331 F Street, NW, Suite 850

> Washington, DC 20004

> Ph: 202-272-2004

> Fax: 202-272-2022

> TTY: 202-272-2074

> <http://www.ncd.gov>

>

>

>

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transmission in error, please reply immediately to the sender that you have received the message in error, and delete it. Thank you. The information contained herein does not reflect any official position or statement of the Members or staff of the National Council on Disability (NCD).

>

>

> From: Jeff Rosen

> Sent: Tuesday, October 22, 2013 10:34 AM

> To: Gary Blumenthal; Lynnae Ruttledge; Kamilah Martin-Proctor; Stephanie Orlando; Clyde Terry; Clyde Terry; Gary Blumenthal

> Cc: Rebecca Cokley; Lisa Brown-Gilmore - CPWA

> Subject: RE: Input: NCD Organizational Needs Action Plan

>

> Gary -

>

> I tried calling Clyde and Kamilah this morning about their availability for a rescheduled meeting and left messages for them.

>

> Just so we aren't confused, we are continuing to look to Monday and Tuesday of next week with the possibility of meeting later today or tomorrow if everyone indicates that is what they want.

>

> -Jeff

>

> From: Gary Blumenthal <garyblumenthal@addp.org>

> Sent: Tuesday, October 22, 2013 10:30 AM

> To: Lynnae Ruttledge; Jeff Rosen; Kamilah Martin-Proctor; Stephanie Orlando; Clyde Terry; Clyde Terry; Gary Blumenthal

> Cc: Rebecca Cokley; Lisa Brown-Gilmore - CPWA

> Subject: RE: Input: NCD Organizational Needs Action Plan

>

> Jeff, I concur with Lynnae's observation's however I think NCD needs to eliminate the current Director of Administration position which has turned out to be a failure in execution. From that point on we may need to use the following contractors to as we move with GSA to restructure the agency. With regard to objective #3, we are still hurt by Sylvia's refusal to complete tasks asked of her. Rebecca and I have received raw data from GSA that we are not able to decipher without Sylvia's assistance.

>

> Gary

>

> I think we need to talk as soon as possible and would ask that we continue trying to find a time that works today or tomorrow acknowledging that 11am is out for tomorrow.

>

>

>

>

>

>

>

> From: Lynnae Ruttledge [mailto:lruttledge@ncd.gov<mailto:lruttledge@ncd.gov>]

> Sent: Tuesday, October 22, 2013 9:54 AM

> To: Jeff Rosen; Kamilah Martin-Proctor; Stephanie Orlando; Clyde Terry; Clyde Terry; Gary

Blumenthal; garyblumenthal@addp.org<mailto:garyblumenthal@addp.org>

> Cc: Rebecca Cokley; Lisa Brown-Gilmore - CPWA

> Subject: Input: NCD Organizational Needs Action Plan

>

> Thanks Jeff. This is really helpful. Here are my initial thoughts:

>

> * I'm sure it's implied but another action step needs to be to clarify/disseminate the 'new' organizational structure and specify the tasks that the Financial Services manager (Sylvia) is responsible to perform.

>

> * We need to consider the option of possibly combining the tasks of the contractors identified in Obj 1 and 2 so that we hire only one contractor.

>

> I'll keep thinking as I travel today.

>

> Lynnae

>

> From: Jeff Rosen

> Sent: Tuesday, October 22, 2013 6:35:18 AM

> To: Kamilah Martin-Proctor; Stephanie Orlando; Clyde Terry; Clyde Terry; Lynnae Rutledge; Gary Blumenthal; garyblumenthal@addp.org<mailto:garyblumenthal@addp.org>

> Cc: Rebecca Cokley; Lisa Brown-Gilmore - CPWA

> Subject: FOR YOUR ACTION: NCD Organizational Needs Action Plan

>

> As I indicated, to assist us with preparation in advance of our Executive Committee meeting, I have started a draft of a plan of action (attached and copied below) which identifies current organizational objectives and the action items needed to achieve them

>

> Please provide your input. Feel free to edit the draft document and circulate to the group your revisions.

>

> Thanks.

>

> -Jeff

>

> DRAFT

> October 22, 2013

> NCD Organizational Needs Action Plan

> Coming out of the federal shutdown with a CR budget apportionment, significant personnel issues, the absences of key staff managers, unfilled staff vacancies and the realignment of financial support positions, there is an urgent need to set into place an action plan to navigate those challenges. NCD's Executive Committee members, staff managers and GSA support personnel will work together to identify current objectives, develop and implement a plan of action and actively engage in accomplishing the action items.

> Objective #1: Provide support for the Executive Director.

> Action items:

>

> • Retain an on-site contractor to assist the Executive Director with the performance of her daily duties. Rebecca to provide a scope of work for the contractor.

> Objective #2: Provide support for the NCD staff and enhance their workplace.

> Action items:

>

> • Rebecca and Lisa will develop options for our consideration.

>

> • Retain an on-site contractor to assist with HR issues, staff communications and morale, and organizational development needs. Rebecca and Lisa to provide a scope of work for the contractor.

> Objective #3: Provide support for NCD's financial management

> Action items:

>

> • Retain an on-site temporary contractor to perform financial analyst duties. Jeff and Gary to follow up with GSA in acquiring the contractor.

>

> • Resolve the backlog of contractor invoices, reimbursement of expenses and Member salary. Gary to obtain a list of those items from Rebecca.

>

> • Fill the financial analyst position and advertise the Administrative Support position.

> Objective #4: Resolve pending administrative needs

> Action items:

>

> • Provide support for the EEO complaint. Jeff is working on it with GSA.

>

> • Address the MSPB claim. Rebecca and Robyn are working on it with GSA.

>

> • Complete the FOIA request. Robyn and Janni are working on it with GSA.

> Objective #5: Respond to request for an Executive Session of the Council.

> Action items:

>

> • The Executive Committee assigns a member to help set up that meeting.

>

>

>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
[Jackie Clay - CPW](#)
Date: 9/30/2013 3:55:26 PM
Subject: Fwd: FPS Officers...

I take it I should not respond?

I am concerned with her constantly emailing the Council.

RC

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: September 30, 2013 at 3:45:51 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>, Jeff Rosen <jrosen@ncd.gov>
Cc: NCD-Board-Members <NCD-Board-Members@ncd.gov>, Sylvia Jones <sjones@ncd.gov>, "antonia.harris@gsa.gov" <antonia.harris@gsa.gov>
Subject: FPS Officers...

Rebecca,

This email is to document that you and Jeff Rosen made a very serious, false, and slanderous allegation against me and my husband to GSA Human Resources (*employee relations*) and GSA in return instructed Jeff to come to the NCD office and have security on stand by. My husband and I were humiliated and confronted by two armed FPS officers accompanied by Jeff Rosen simply because my husband came for a visit to take me to lunch. Your husband, as well as your child has been a constant visitor in the NCD office and noone has contacted FPS on them. This was an act of intimidation and bullying in the workplace and you are hereby advised that my husband and I will be seeking legal action in this matter.

This incident was also a very serious act of discrimination and retaliation in the workplace and the incident will be reported to the appropriate government officials.

Sylvia

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)

To: [Jeff Rosen](#)

Date: 9/25/2013 10:52:08 AM

Subject: (b) (5)

Attachments: (b) (5)

Jeff

(b) (5)

Rebecca